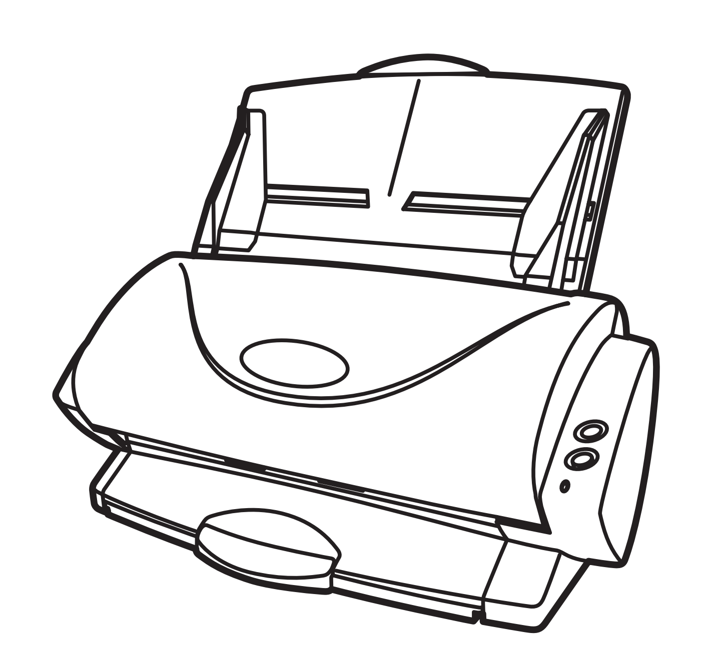
P3PC-E517-01EN

Color Image Scanner

# ScanSnap!™

# fi-4110EOX2
# Operator's Guide



FUJITSU

# INTRODUCTION

Thank you for purchasing the ScanSnap!™ fi-4110EOX2 Duplex Color Scanner product.
ScanSnap! fi-4110EOX2 comes with a color image scanner and office applications. It is a complete Office Solution designed to improve your productivity and to solve your office scanning problems. ScanSnap! product has the following features.

■ **Just pressing the Scanner button allows you to turn images on paper into PDFs!**

You can turn the documents that clutter up your desktop into PDFs, and manage and archive them on your computer. You can use the Adobe® Acrobat® software packaged with this scanner to display and these PDF documents.

ScanSnap! product can also automatically recognize the type of document, color or black & white, so scanned image files can be made smaller when scanning documents containing a mixture of color and black & white pages. You can also have the scanner automatically remove blank pages in documents in order to reduce the size of files even more.

■ **Effortless scanning!**

Double-sided color documents A4 or Letter in size can be scanned at a speed of about 15 sheets/minute. (when Scan mode is set to Normal, Color mode is set to Auto, and Compression rate is set to3)

■ **Small desktop footprint!**

Smaller than a sheet of A4 or letter paper in size, ScanSnap! scanner can be left on your desk all the time.

■ **Business cards easily filed!**

Business cards can be easily filed and searched for using the OCR function by using the "CardMinder™" software supplied with the scanner.

This document describes how to handle ScanSnap! fi-4110EOX2 and basic operation methods. Before you start using ScanSnap!, fi-4110EOX2 be sure to thoroughly read this manual to ensure correct use.
ScanSnap! fi-4110EOX2 is referred to as ScanSnap! hereafter in this document.

# CONTENTS

# Regulatory Information

## FCC declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

**FCC warning:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.




- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

## Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.
This Class B digital apparatus complies with Canadian ICES-003.

Le pésent appareil numérique n'ément pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescridtes dans le Réglesment sur le brouillage radioélectrique dicté par le ministere des Communications du Canada.
Cet appareil numérique de la classe B est conformme à la norme NMB-003 du Canada.

## Bescheimigung des Herstellers / Importeurs

Hiermit wird bescheinigt, daß *der/dieldas*

fi-4110EOX2

- In Übereinsstimmung mit den Bestimmungen der EN45014(CE) funkentstört ist.
- Laut Maschinenlärminformationsverordnung 3. GS GV, 18.01.1991:Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß ISO/7779.

## International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.
The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos ( ) are uniform among participating nations.

## Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

## About the use of mercury

The scanner lamp contains mercury.
To avoid unexpected injury, read the following carefully.
Doing the following actions may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not breathe the chemical liquid contained in the scanner parts.

Disposing of the scanner should be conducted as required by local ordinances or regulations.

## Trademarks

ScanSnap!, ScanSnap! logo, and CardMinder are the trademarks of PFU LIMITED.
Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.
Adobe, the Adobe logo, and Acrobat are either registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
Other product names are the trademarks or registered trademarks of the respective companies.

## How Trademarks Are Indicated In This Manual

| | |
|---|---|
| CardMinder: | CardMinder™ for ScanSnap!. |

References to operating systems (OS) are indicated as follows:

| | |
|---|---|
| Windows® 98: | Microsoft® Windows® 98 operating system. |
| Windows® Me: | Microsoft® Windows® Millennium Edition operating system. |
| Windows® 2000: | Microsoft® Windows® 2000 Professional operating system. |
| Windows® XP: | Microsoft® Windows® XP Professional operating system,<br>Microsoft® Windows® XP Home Edition operating system. |

Where there is no distinction between the different versions of the above operating system, the general term "Windows " is used.

## Manufacturer

PFU LIMITED
Image Products Sales Dept., Imaging Products Division, Products Group
Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan
Phone : (81-44) 540-4538

## Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

## Preface

### Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.
Also, store this manual in a safe place so that it can be easily referred to during use of this product.

### Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.



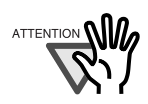

This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

## Symbols Used In This Manual

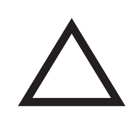
This manual uses the following symbols in explanations in addition to warning indications.



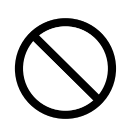

This symbol alerts operators to particularly important information. Be sure to read this information.




This symbol alerts operators to helpful advice regarding operation.



A TRIANGLE symbol indicates that special care and attention is required.
The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform.
The drawing inside or under the circle shows the specific action that is not allowed.




Outline characters on a colored background show instructions users should follow.
It may also include the drawing that shows the specific instruction.

## Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.
Furthermore, the screenshots in this manual are for the ScanSnap! Driver and the CardMinder application.

## About Maintenance

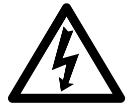
The user must not perform repairs on this scanner.
Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make repairs to this product.

## ■ Safety Precautions



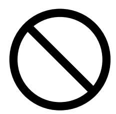

The following describes important warnings described in this manual.

### Do not touch the AC cable with wet hands.



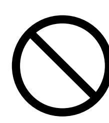
Do not touch the power plug with wet hands. Doing so might cause electric shock.

### Do not damage the AC cable.



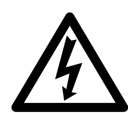
A damaged AC cable may cause fire or electric shock.
Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.
Also, do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

### Use only specified AC cables and connector cables



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

### Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



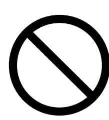
Use this scanner only at the indicated power voltage and current. Improper power voltage and current  might cause fire or electric shock.
Also, do not connect to multiple-power strips.

### Wipe any dust from the power plug.



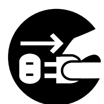
Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

## Do not install in locations subject to oil smoke, steam, humidity, and dust.



Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

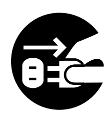
## Do not use the scanner if you smell strange odor.



If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug.

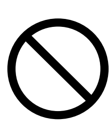
Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

## Turn the scanner OFF if it is damaged.

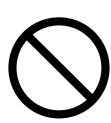


If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

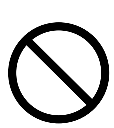
## Do not put liquids inside the scanner.



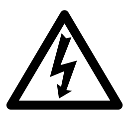
Do not insert or drop metal objects in to the scanner.



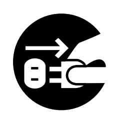
Do not scan wet documents or documents with paper clips or staples.



Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you bought the scanner or the Maintenance Service Center.



Pay particular attention to this warning in households where there are small children.

## Do not touch the inside of the scanner unless necessary.



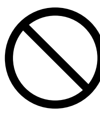
Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.



The following describes important cautions described in this manual.

## Do not install the scanner on unstable surfaces.





Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface.

Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.

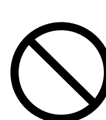
Install the scanner on a strong surface that will support the weight of the scsanner and other devices.

## Firmly insert the power plug.



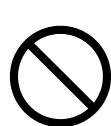
Firmly insert the power plug into the power outlet as far it can go.

## Do not block the ventilation ports.



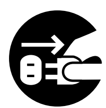
Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results in fire or scanner failure.

## Do not place heavy objects or climb on top of the scanner.



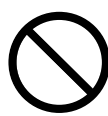
Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries.

## Before moving the scanner, disconnect the power plug from the power outlet.



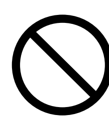
Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.
Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

## Protect the scanner from static electricity.



Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

## Do not use aerosol sprays near the scanner.



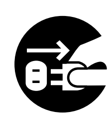
Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.

## Avoid any contact when scanner is in use.



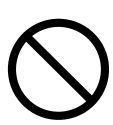
Avoid touching any scanner mechanism when scanning as this may cause injuries.

## Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.



When the scanner is not used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

## Do not install the scanner in the direct sunlight.



Do not install the scanner in the direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing fire or scanner trouble. Install the scanner in a well-ventilated location.

*Chapter1*

# BEFORE YOU START USING YOUR SCANNER

1

This chapter describes preparations you must perform before you start using ScanSnap! product.

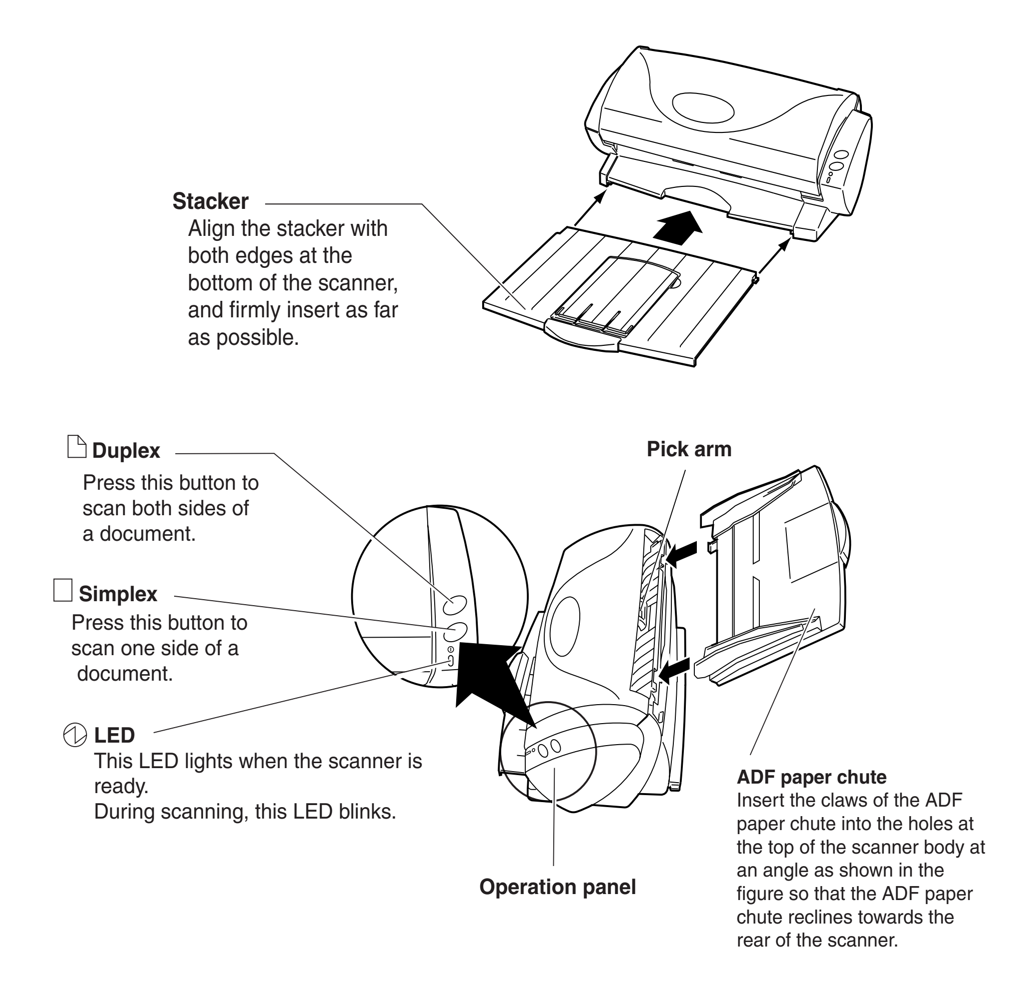
## 1.1 Checking the Contents of the Scanner Package

When you unpack the scanner package, make sure that all of the parts are included in the package.

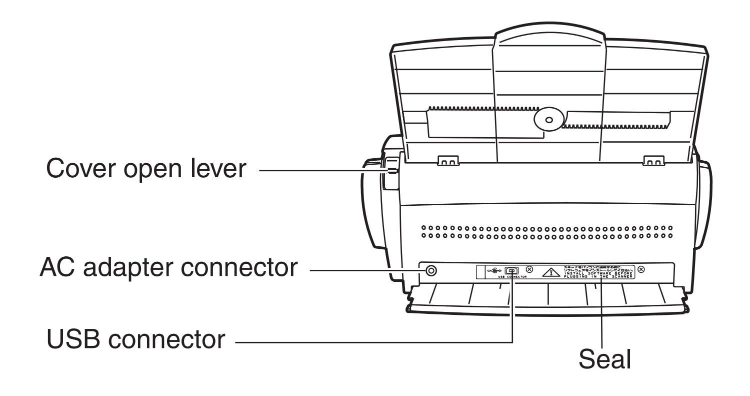
# 1.2 Names and Functions of Parts

This section describes the names of parts and their functions.

## ■ Front Side




## ■ Rear Side

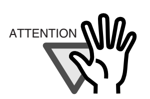


*Chapter2*

# CONNECTING ScanSnap!

This chapter describes how to connect ScanSnap! product to your personal computer.

Before you connect ScanSnap! scanner, install the supplied programs (Adobe® Acrobat®, CardMinder and ScanSnap! Driver) on your personal computer.




First, install ScanSnap! Driver, and then connect ScanSnap! to your personal computer.
If you connect ScanSnap! before installing ScanSnap!  Driver, ScanSnap! will not operate normally.
Also, if an older version of ScanSnap! Driver is installed on the personal computer you are using, first uninstall the older version, restart your personal computer, and install the latest version of ScanSnap! Driver.

* If you have connected ScanSnap! beforehand, the "Found New Hardware Wizard" (the screen title differs slightly according to the OS running on your personal computer) screen is displayed. If this screen is displayed, click the [Cancel] button to close the Wizard screen, and first install ScanSnap! Driver.

For details on access space required when installing your scanner, refer to Appendix "Installation Specifications" (page. 70).

In this chapter, the following abbreviations mean the following:

| | |
|---|---|
| Windows® 98 | : Microsoft® Windows® 98 operating system operating system |
| Windows® Me | : Microsoft® Windows® Millennium Edition operating system |
| Windows® 2000 | : Microsoft® Windows® 2000 Professional operating system |
| Windows® XP | : Microsoft® Windows® XP Professional operating system,<br>Microsoft® Windows® XP Home Edition operating system |

# 2.1 Installing ScanSnap!

"Installation" is the operation of copying the program files supplied with ScanSnap! to the hard disk of the personal computer you are using, and creating the environment for using ScanSnap! on the personal computer on which the ScanSnap! program files are installed.

## ■ Before Installing ScanSnap!



Make the following preparations before you install ScanSnap!.

1. Check the system.

   ScanSnap! runs on the following system:

   **■ Personal computer**
   - Intel® Pentium®III processor, clock speed 600 MHz or higher is recommended as the CPU.
   - CD-ROM drive (required for installation)
   - USB port




ScanSnap! sometimes does not function if the USB port on the keyboard or monitor is used.
If you are using a commercially available USB hub, use a type that has an AC adapter.

   **■ Operating system**
   - Windows® 98
   - Windows® Me
   - Windows® 2000
   - Windows® XP or one of the above

   **■ RAM**

   64 Mbytes or more (128 Mbytes or more recommended)

   **■ Free disk space**
   - ScanSnap! Driver 10 Mbytes
   - CardMinder™ 100 Mbytes

2. Make sure that ScanSnap! is disconnected from your personal computer.

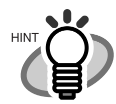
3. Start up your personal computer.

   When using Windows® 2000 or Windows® XP, log in as a user having "Administrator" privileges (computer administrator privileges in the case of Microsoft® Windows® XP Home Edition operation system).

4. Exit all currently running programs.

## ■ Installing Adobe® Acrobat®

Install Adobe® Acrobat® by the following procedure from the "Adobe® Acrobat® 5.0 CD-ROM" supplied with the scanner.




Adobe® Acrobat® is required for displaying "ScanSnap! fi-4110EOX2 Operator's Guide" and "CardMinder User's Guide."
Adobe® Acrobat® can also be linked to ScanSnap! so that scanned images are displayed.

* Adobe® Acrobat® need not be installed if it is already installed on your personal computer.
⇒ Proceed to "Installing Supplied Programs (ScanSnap! Driver and CardMinder)" (page. 8).



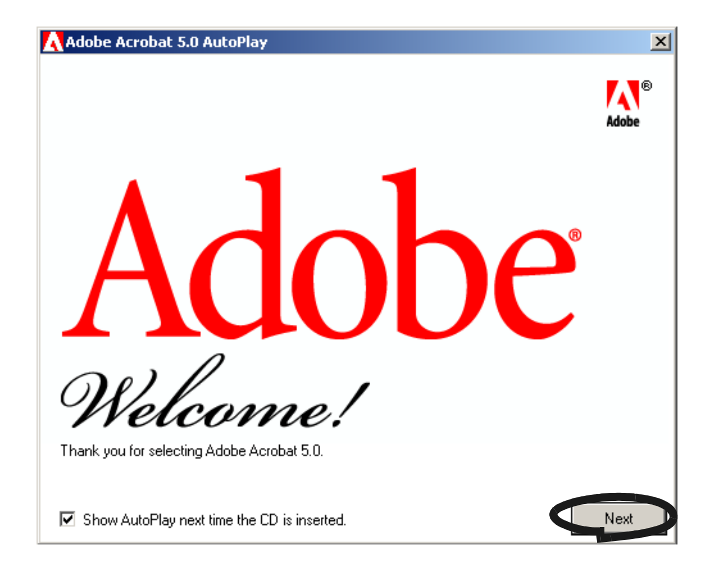

1. Insert the Adobe® Acrobat® 5.0 CD-ROM into the CD-ROM drive.

   ⇒ The CD-ROM is automatically recognized, and the "Adobe Acrobat 5.0 AutoPlay" screen is displayed.

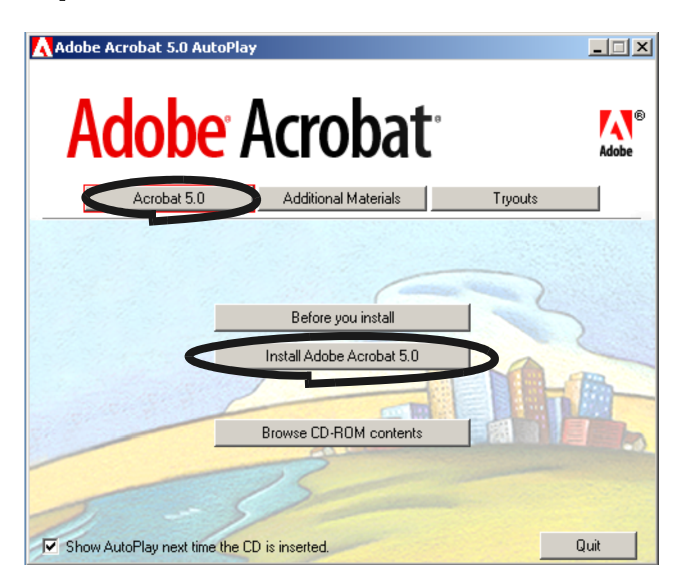



If the "Adobe Acrobat 5.0 AutoPlay" screen is not displayed even after the Adobe® Acrobat® 5.0 CD-ROM is inserted into the CD-ROM drive, double-click the "AutoPlay.exe" icon at the CD-ROM drive in Explorer.

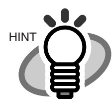
2. The following screen is displayed. Click the [Next] button.




3. The following screen is displayed. Click the [Acrobat 5.0] button, and click the [Install Adobe Acrobat 5.0] button shown below.




4. The setup screen is displayed. Install Adobe® Acrobat® by following the on-screen instructions.




For details on installation of Adobe® Acrobat® 5.0, read the description that is displayed by clicking the [Before you install] button in the screen at Operation 3.

For details on how to use Adobe® Acrobat® 5.0, refer to "Adobe® Acrobat® 5.0 Help."

2

CONNECTING ScanSnap!

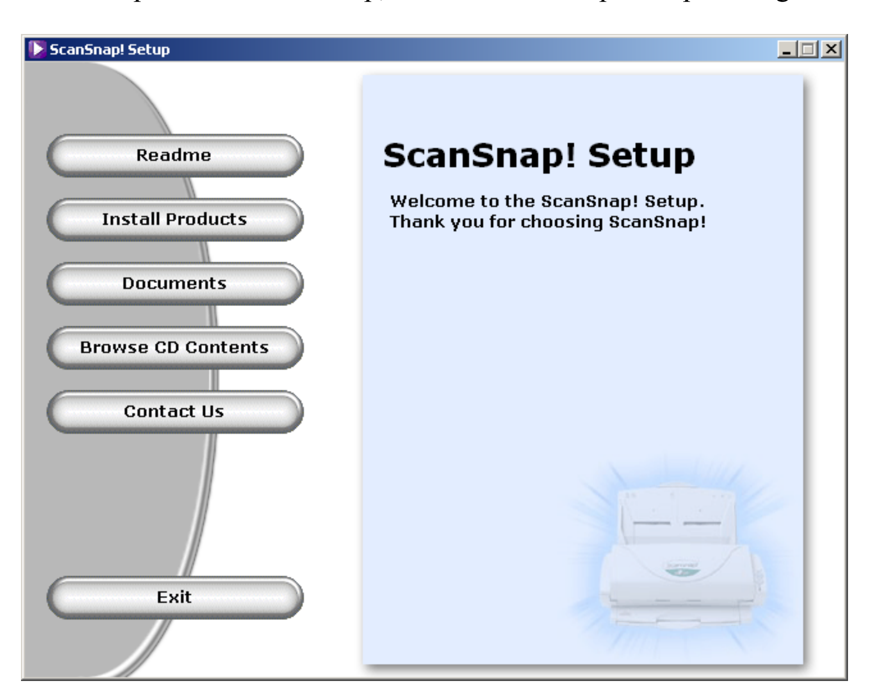
## ■ Installing Supplied Programs (ScanSnap! Driver and CardMinder)

Install supplied programs for ScanSnap! from the "Setup CD-ROM" supplied with the scanner.




1. Insert the Setup CD-ROM for the scanner into the CD-ROM drive.

   ⇒ The "ScanSnap! Installer" starts up, and the "ScanSnap! Setup" dialog box is displayed.

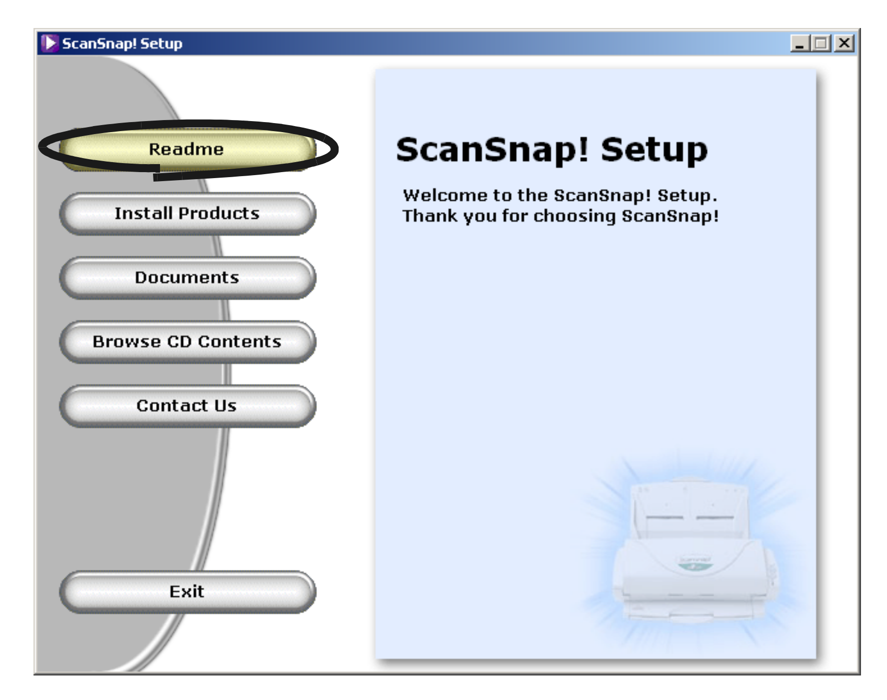






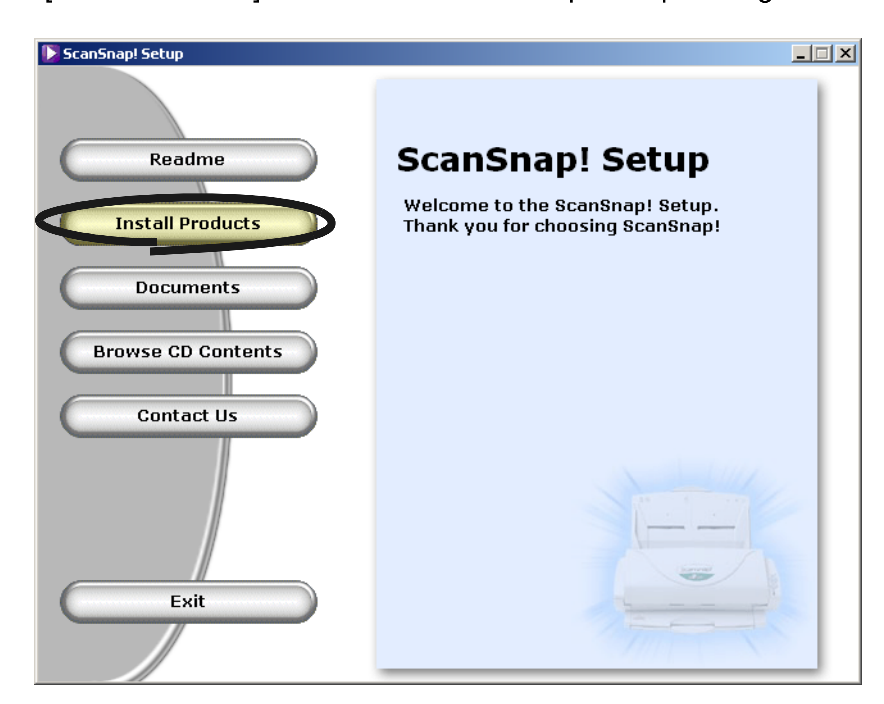
If the Main menu" dialog box is not displayed even though the Setup CD-ROM is inserted in the CD-ROM drive, double-click the "Setup.exe" icon at the CD-ROM drive in which the Setup CD-ROM is inserted using Explorer, and start up "ScanSnap! Installer".

2. Click the [Show Readme] button in the "ScanSnap! Setup" dialog box.
   This item describes the precautions to follow when installing and uninstalling ScanSnap!, structure of files in the Setup CD-ROM, and other information.




   When you have finished reading this description, close the screen.

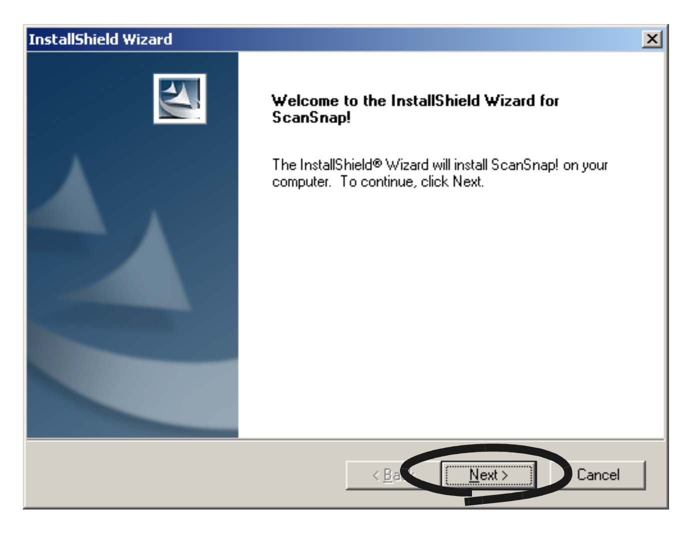
3. Click the [Install Products] button in the "ScanSnap! Setup" dialog box.




   ⇒ "Welcome to the InstallShield Wizard for ScanSnap!" screen is displayed.



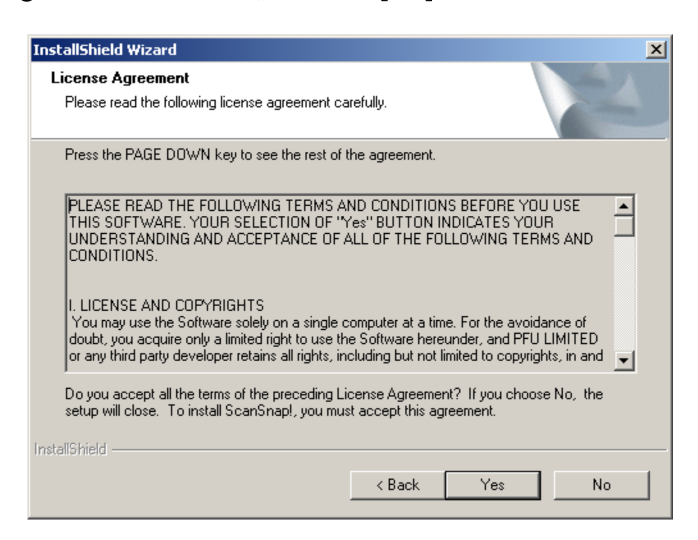
4. Click the [Next] button in the "Welcome to the InstallShield Wizard for the ScanSnap!"




⇒ The "License Agreement" screen is displayed.

5. Check the details of the "License Agreement." If you agree with the details, click the [Yes] button.

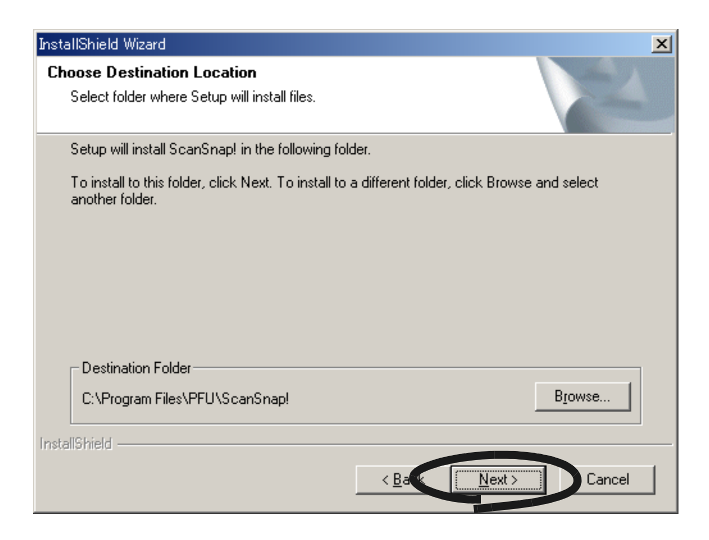
   If you do not agree with the details, click the [No] button. This cancels the installation.




⇒ When you click the [Yes] button, the "Choose Destination Location" screen is displayed.

6. In the "Choose Destination Location" screen, check the installation directory, and click the [Next] button.

   To install ScanSnap! in the displayed folder, click the [Next] button.
   Normally, there is no need to change the folder in the installation directory. Change the installation directory when there is not enough free disk space at the drive where the installation folder is located.
   To change the folder to install ScanSnap! to, click the [Browse...] button. The "Select Directory" dialog box is displayed. Select the folder to install ScanSnap! to.




⇒ The "Setup Type" screen is displayed.

7. Select the programs you want to install in the “Setup Type” screen.

■ **Typical**

Installs both ScanSnap! Driver and CardMinder programs.

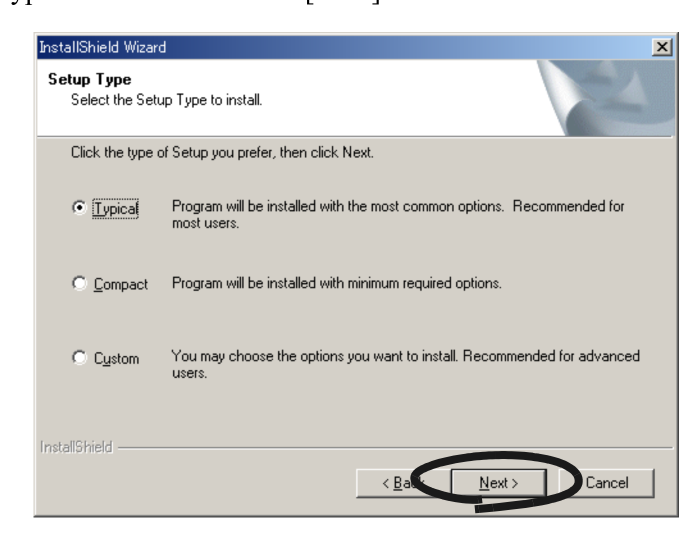
■ **Compact**

Installs only the ScanSnap! Driver program.

■ **Custom**

Select ScanSnap! Driver and CardMinder to install them.

Select Typical and then click the [Next] button.

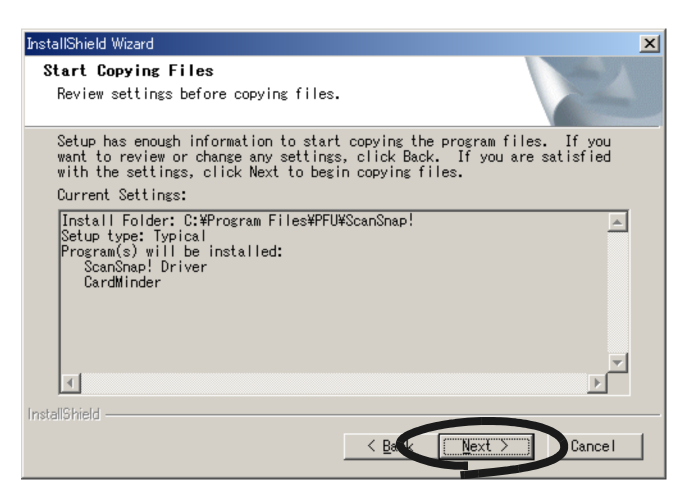



⇒ This displays the "Start Copying Files" screen.

2

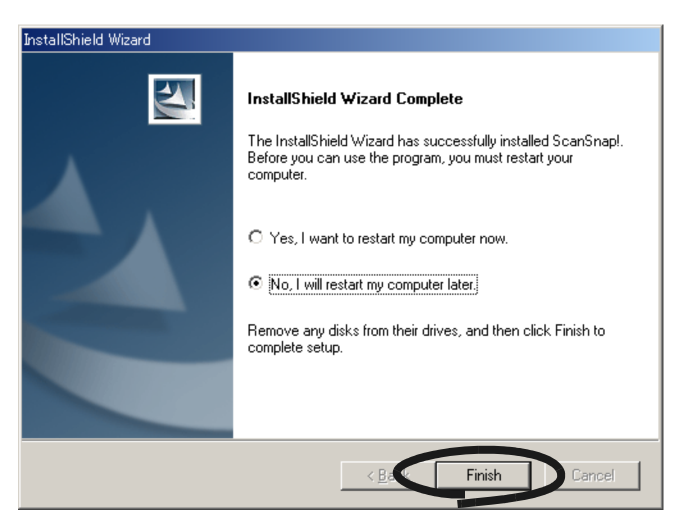
CONNECTING ScanSnap!

8. In the "Start Copying Files" screen, check the files that will be installed, and click the [Next] button.



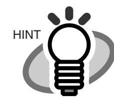

⇒ This starts installation of ScanSnap! supplied programs. When installation ends, the "InstallShield Wizard Complete" screen is displayed.

9. In the "InstallShield Wizard Complete"screen, click [Finish] button.




⇒ If you selected "Yes, I want to restart my computer now", your computer will be restarted.

⇒ If you selected "No, I will restart my computer later.", The "ScanSnap! Setup" dialog box will be displayed. Click the [Exit] button to close the "ScanSnap! Setup" dialog box To exit the Installer, you must restart your computer.

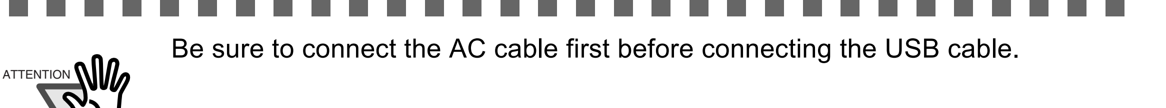


To display the "ScanSnap! fi-4110EOX2 Operator’s Guide" and "CardMinder™ User’s Guide," Adobe® Acrobat® or Adobe® Acrobat® Reader™ is required. If this software is not installed on the personal computer you are using, install Acrobat® 5.0 from the "Adobe® Acrobat® 5.0 CD-ROM" supplied with the scanner.

# 2.2 Connecting Your Computer to ScanSnap!

Follow the procedure below to connect your computer to ScanSnap!.

1. Connect ScanSnap! to the power outlet using the AC cable.
2. Connect your computer to ScanSnap! using the USB cable.



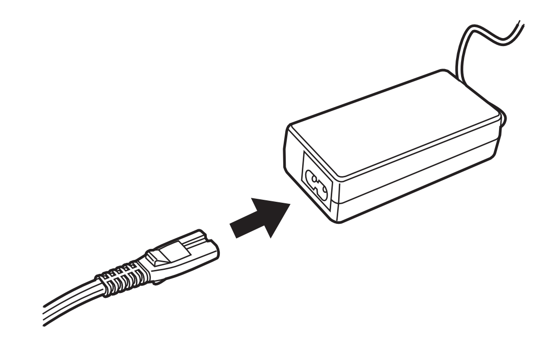

Be sure to connect the AC cable first before connecting the USB cable.

The following describes each of the above two procedures.

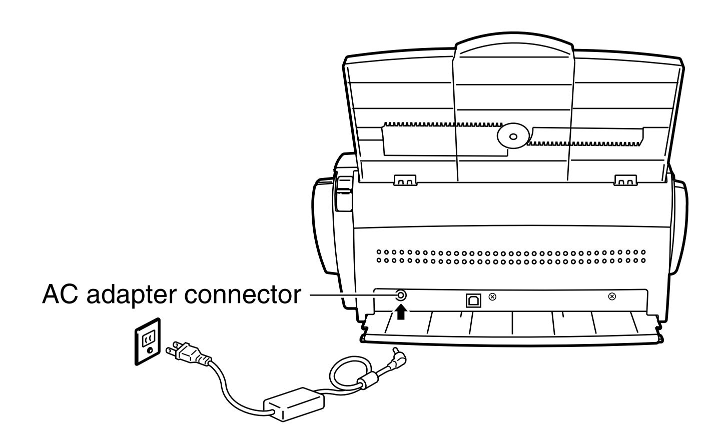
## ■ Connecting the AC Adapter

Connect the power cable by the following procedure.

1. Connect the AC cable to the AC adapter.



2. Connect the connector of AC adapter to the AC adapter connector on ScanSnap!.




3. Insert the AC cable into the power outlet.

## ■ Connecting the USB Cable

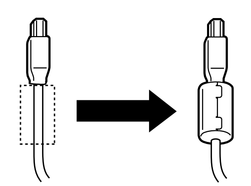
Connect the USB cable by the following procedure.



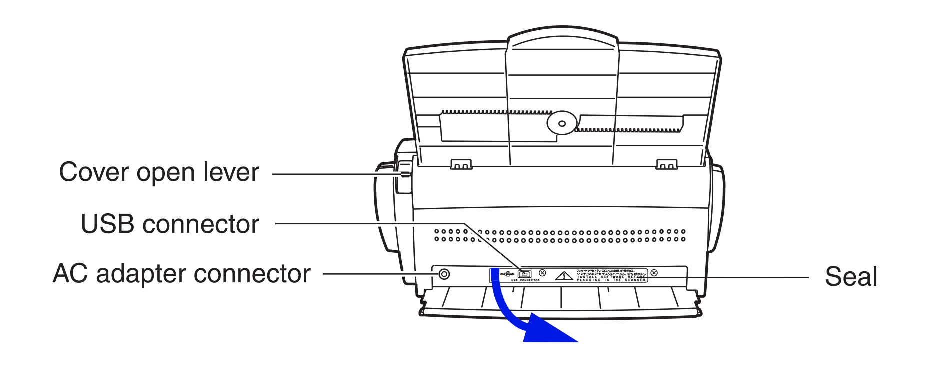

- Use the accessory USB cable. Operation with a commercially available USB cable is not guaranteed.
- When connecting to a USB hub, be sure to connect to the hub (first stage) nearest your computer. If you connect to a USB hub from the second stage onwards, ScanSnap! scanner may not function.



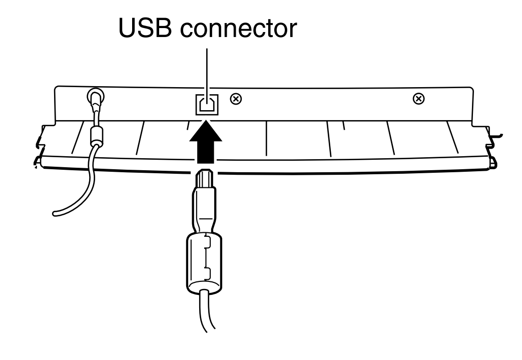
1. Attach the ferrite core onto the USB cable.



2. Remove the seal put on the rear side of ScanSnap! scanner.




3. Insert the USB cable into the USB connector on ScanSnap! scanner.
   Insert firmly as far as it can go.



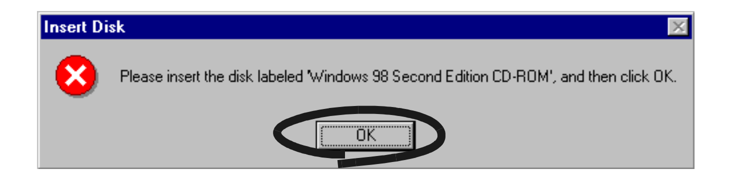
4. Insert the other end of the USB connector into the USB port on your computer.

⇒ ScanSnap! is automatically detected by your computer.

■ **When the OS is Windows® 98**

The "Insert disk" message is displayed.

Insert the Windows® 98 CD-ROM into the CD-ROM drive, and click the [OK] button.

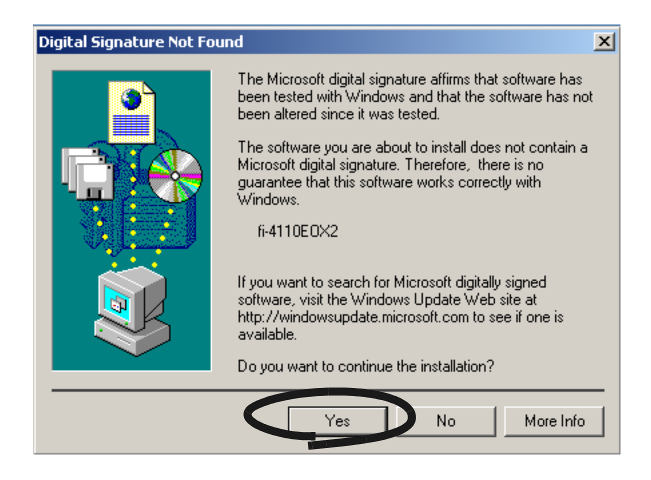



■ **When the OS is Windows® Me**

New hardware is automatically added, and processing is continued.

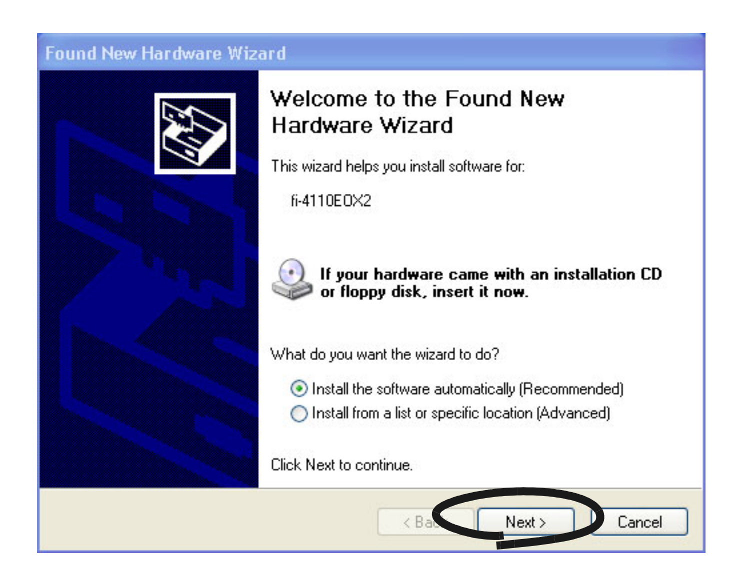
■ **When the OS is Windows® 2000**

The "Digital Signature Not Found" dialog box is displayed. Click the [Yes] button.

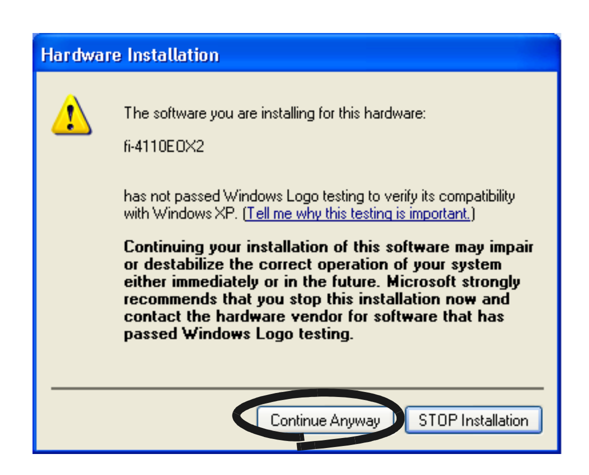



■ **When the OS is Windows® XP**

The "Found New Hardware Wizard" dialog box is displayed. Click the [Next] button.

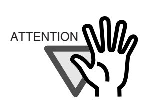


The "Hardware Installation" dialog box is displayed. Click the [Continue Anyway] button.




The "Found New Hardware Wizard" dialog box notifying you that the Wizard will end is displayed. Click the [Finish] button.

⇒ ScanSnap! is added to your computer as new hardware.




When the OS is Windows® XP, it may take some time for the "ScanSnap! Monitor" icon in the task tray to be displayed as .
Disconnect and then re-connect the AC cable and AC adapter when the icon remains as .




This scanner is not provided with a power switch. To turn the scanner OFF, disconnect the USB cable, and then disconnect the AC cable from the power outlet.

Chapter3

# BASIC SCANNER OPERATIONS

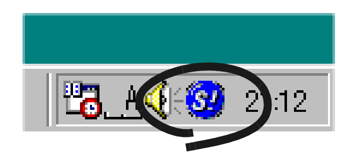
This chapter describes basic ScanSnap! operations.

# 3.1 Flow of Operations

This section describes the flow of operations starting with scanning of a document on ScanSnap! scanner through to saving the scanned image in PDF format.




1. Make sure that the "ScanSnap! Monitor" icon is displayed on the task tray.






If the "ScanSnap! Monitor" icon is not displayed, select [Programs] - [ScanSnap! Driver] - [ScanSnap! Monitor], from the Start menu, and start up "ScanSnap!".

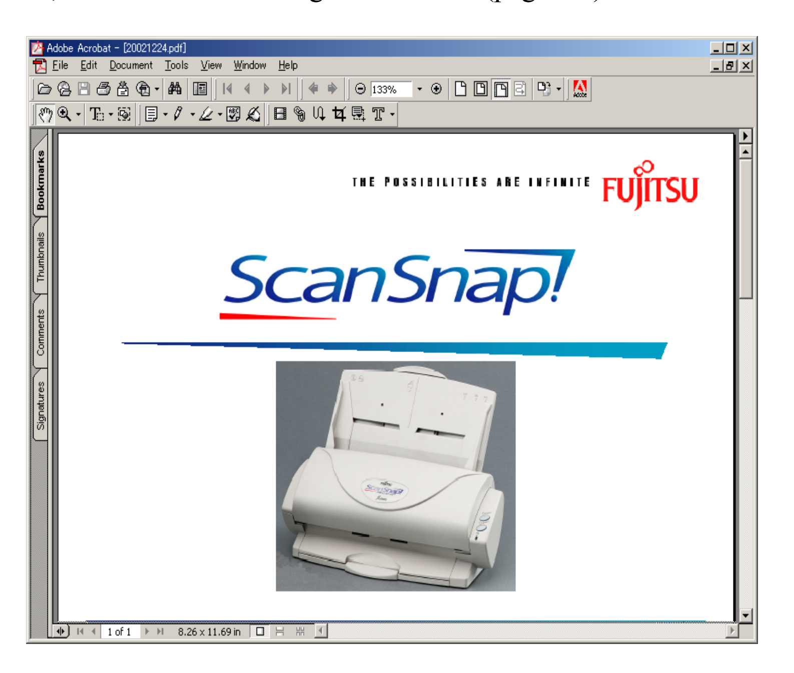
2. Load the document.

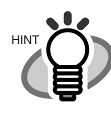
   Refer to "3.2 Scanning Different Document Types" (page. 21) and "3.3 Loading Documents" (page. 23).

3. Press the (Duplex button) or (Simplex button).

⇒ This starts document scanning.

After scanning ends, the supplied application (Adobe® Acrobat®, etc.) is started up, and the scanned image is displayed.
For details, refer to "3.4 Scanning Documents" (page. 26).




As the default setting, documents are scanned at "Scan mode: Normal" and "Select color mode: Auto".

# 3.2 Scanning Different Document Types

The table below summarizes the types of documents that can be scanned on this scanner.

| | | |
|---|---|---|
| **Media** | Paper commonly used in offices | |
| **Ream Weight** | 52.3 g/m$^2$ to 104.7 g/m$^2$ (14 lb to 28 lb) | |
| **Size** | Legal | (8.5 in. × 14 in.) |
| | A4 | (210 mm × 297 mm) |
| | Letter | (8.5 in. × 11 in.) |
| | B5 | (182 mm × 257 mm) |
| | A5 | (148 mm × 210 mm) |
| | B6 | (128 mm × 182 mm) |
| | A6 | (105 mm × 148 mm) |
| | Business card | (55 mm × 90 mm) |
| | Custom | |




The following documents may have difficulty being fed on this scanner.

- Documents of non-uniform thickness (envelopes or paper with pasted on cut-outs)
- Documents with wrinkles or curls
- Documents with folds or tears
- Tracing paper
- Coated paper
- Carbon paper
- Photosensitive paper
- Perforated or punched documents
- Non-rectangular documents
- Carbonless paper




The following documents may have difficulty being scanned. Don’t use them.

- Documents with paper clips or staples
- Documents on which the ink is still wet
- Documents larger than Legal (width: 8.5 in., length: 14 in.)
- Materials other than paper such as fabric, metal foil, or transparencies
- Documents thinner than 52.3 g/m$^2$ (14 lb) and thicker than 104.7 g/m$^2$ (28 lb)

3

BASIC SCANNER OPERATIONS




- To prevent the rollers from getting dirty and to prevent faulty document feed, avoid scanning documents filled in with pencil. If scanning of such documents is necessary, clean the rollers as frequently as possible.
- Carbonless paper can sometimes contain chemical substances that might damage the Pad ASSY or rollers (e.g. Pick roller). Pay attention to the following points when scanning carbonless documents:
  - Clean the Pad ASSY or rollers as frequently as possible.
  - The service life of the scanner is shortened more compared with when wood-free paper is used.




To scan documents that are not standard sizes (such as Legal, A4, Letter, B5, A5, B6, A6, or Business card) select Custom and specify the document size before scanning. Refer to “3.5 Changing Scan Settings” “[Paper Size] tab” (page 56) for the procedure on how to specify the document size in Custom.

# 3.3 Loading Documents

This section describes how to load documents on the document support.

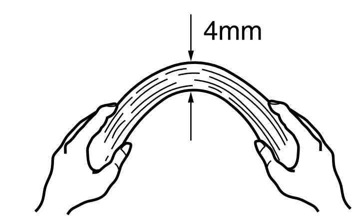
1. Straighten the edges of the document.

    1) Straighten both sides of the document stack.

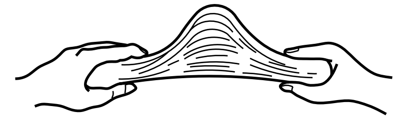
2. Fan the documents

    1) Take out the stack of documents of thickness 4 mm or less.
    - A number of sheets A4/Letter or smaller in size up to 4 mm (50 sheets of 64 $g/m^2$ (17 lb) paper)

    2) Hold both ends of the document with both hands, and bend the documents into an arch.




    3) Firmly holding the document with both hands, bend back the document as follows so that the bent section rises up in the middle of the document.



    4) Repeat steps 1) to 3) a few times.
    5) Hold the other two sides of the document, and fan again.

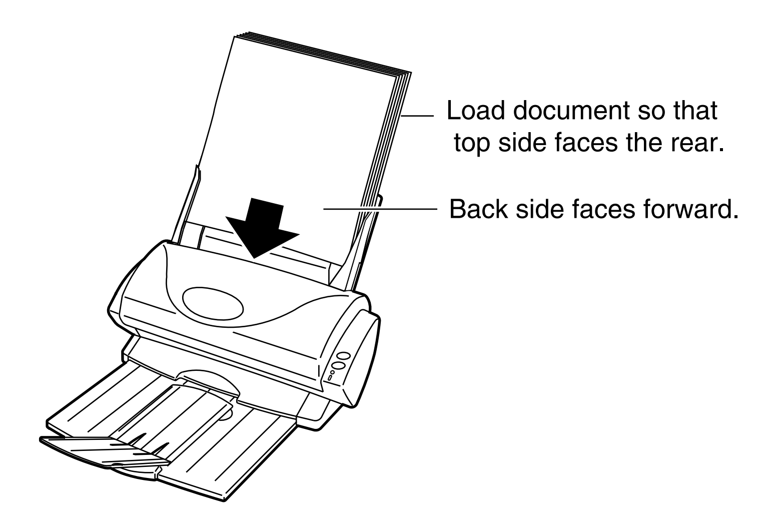
3 BASIC SCANNER OPERATIONS

3. Load the document on the hopper.

Load the document as follows.

■ **When loading the document so that both sides are scanned**

Load the document so that the top side of the two-sided document (in the case of two or more document sheets, the first page) is towards the ADF paper chute.

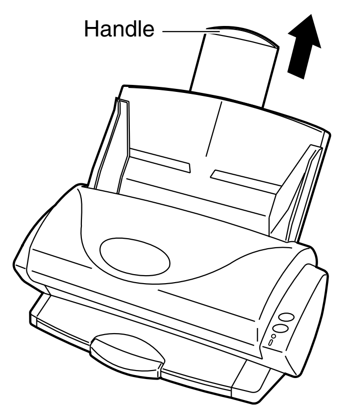



■ **When loading the document so that one side is scanned**

Load the document so that the side to be scanned is towards the ADF paper chute.




Before loading A4/Letter/Legal size documents, first pull up the extension of the ADF paper chute.



4. Adjust the Side guides to the document width.

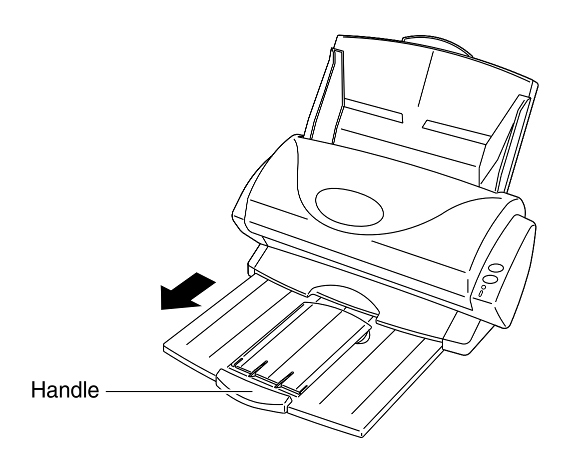
Move the Side guides so that there is no gap between the document edges and the Side guides.

If there is a gap between the document edges and the guides, the scanned images may be skewed.

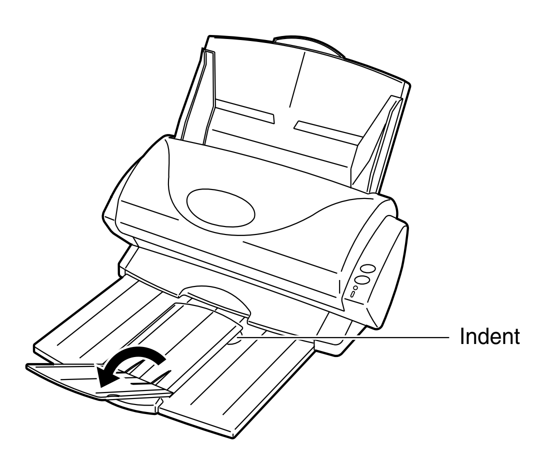



If you use the stacker, scanned document sheets do not become separate when they have passed through the scanner.
Use the document stack as follows.

1. Pull out the stacker towards you while holding it by its handle.




2. Insert your finger into the indent and lift up to extend the stacker extension.



# 3.4 Scanning Documents

This section describes how to scan documents loaded on the ADF paper chute.




1. Press the buttons as follows depending on the type of document you are scanning.

■ **When scanning two sides of the document**

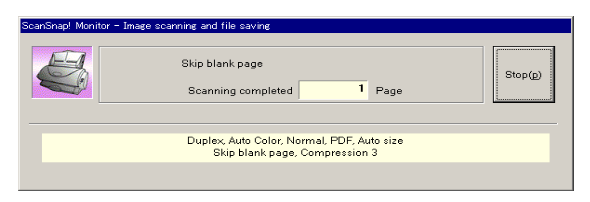
Press the ( Duplex button).

■ **When scanning one side of the document**

Press the ( Simplex button).

⇒ This starts scanning.

During scanning, the LED on ScanSnap! blinks.
The "Image scanning and file saving" screen also is displayed on your computer.



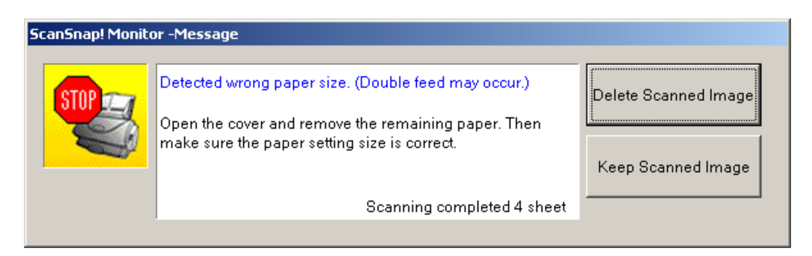

⇒ When scanning ends, the specified application (Adobe® Acrobat®, etc.) is started up, and the scanned image is displayed.




- Before scanning documents containing printed or handwritten text, mark the "Allow automatic noise reduction" checkbox under [Option...] on the [Scanning] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.5 Changing Scan Settings" (page. 28).
- The application that is automatically started up after scanning ends differs according to the setting on the [Application] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.5 Changing Scan Settings" (page. 28).
- Scanned documents can also be saved in image (JPEG) format. In this case, change the document scan settings before scanning the document. For details on changing document scan settings, refer to "3.5 Changing Scan Settings" (page. 28). The following document scan settings can be changed:
  - Application linked to ScanSnap!
  - Folder to save scanned images to
  - Name of file to save scanned images to
  - Format of file for scanned image
  - Document scan size
  - Scan mode (draft, high quality, reduce noise of back side image, automatically remove blank pages)
  - Size of file for scanned image
- The compression ratio of scanned images vary slightly.




If scanning is interrupted by a paper jam error, or other error, you can select to save or delete the images that were scanned.
The following error message appears when a scan error occurs.

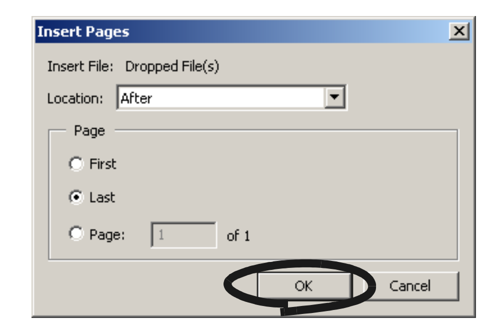



Click the [Delete Scan Image] button to delete the images that were scanned up to when scanning was interrupted.
Click the [Keep Scan Image] button to save the images that were scanned up to when scanning was interrupted.
⇒ This closes the “ScanSnap! Monitor – Message” screen.
Eliminate the cause of the error before continuing scanning.




Using Adobe Acrobat, you can merge two discrete image files divided by interruption of scanning due to a paper jam error, or etc.
The following show procedures for this operation:

1. Click “Keep Scan Image” to save the image (PDF file) completely scanned before the interruption (this file is called as “former part”).
2. Confirm the last page of the “former part” on the [Message] dialog box.
3. Scan the remain pages need to be scanned (this part is called as “later part”).
4. Open the PDF file saved at the step 1 above with Adobe Acrobat.
5. Drag and drop the PDF file saved at the step 3 above onto the window of Acrobat opened at the step 4.
6. A dialog box ”Insert Pages” will appear.




7. Select “After” from the Location menu and “Last” from Page radio buttons, then click OK.

# 3.5 Changing Scan Settings

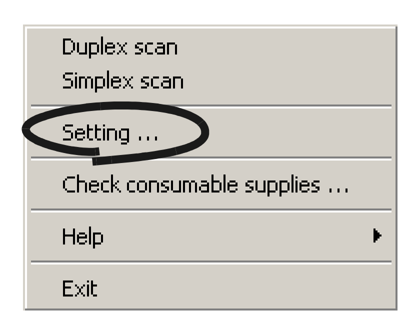
The settings that are applied when a document is scanned can be changed.
The following settings can be changed:

- Application that is automatically started up after scanning on ScanSnap! → [Application]
- Folder to save scanned images to → [Save]
- Scan mode (draft scan, high quality scan, scan in color mode, scan in B&W mode, reduce noise of back side image, automatically remove blank pages) →[Scanning]
- Format of file for scanned image →[File option]
- Document scan size → [Paper size]
- Size of file when saving scanned images to →[Compression]

The following describes how to change settings.




1. Click the "ScanSnap! Monitor" icon in the task tray with the right mouse button, and select [Setting...] from the menu that is displayed.

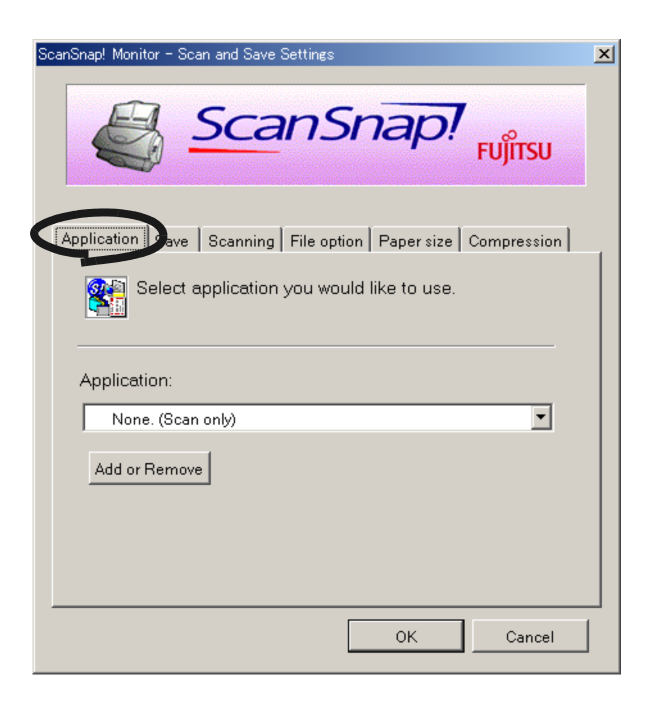



⇒ The "Scan and Save Settings" dialog box is displayed.

2. Change the scan settings in the "Scan and Save Settings" screen.

The following describes the setting items on each of the tab panels.

## [Application] tab




■ **Application:**

Specifies the application to be run linked to ScanSnap!. The specified program is started up after the document is scanned on ScanSnap!. Click [▼] to select the application.

You can select from the following applications:

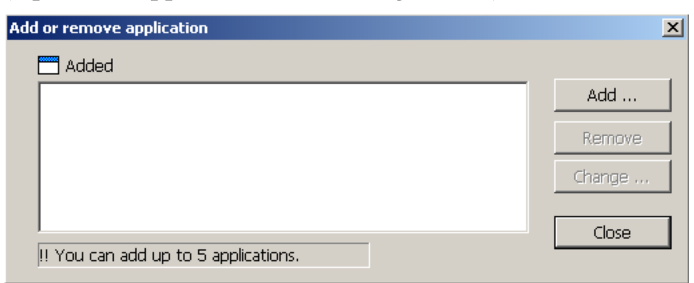
- None. (Scan only)
- Adobe®Acrobat®
- Adobe®Acrobat®Reader™
- CardMinder™




- The above applications can be selected automatically when they are currently installed. If they have been uninstalled, they are automatically no longer displayed in the selection items.
- If you select "None. (Scan only)", the scanned image is saved to file after scanning ends. The scanning result is not displayed on screen. This setting is ideal when the scanning result need not be confirmed each time that a document is scanned.
- If you select "CardMinder " at "Application:" on the [Application] tab, the [File option], [Paper size] and [Compression] tabs are not displayed.
- When the CardMinder is started up, the application at "Application:" on the [Application] tab automatically enters the mode specified by "CardMinder". When you exit CardMinder, the original specified mode is returned to.

## ■ [Add or Remove] button

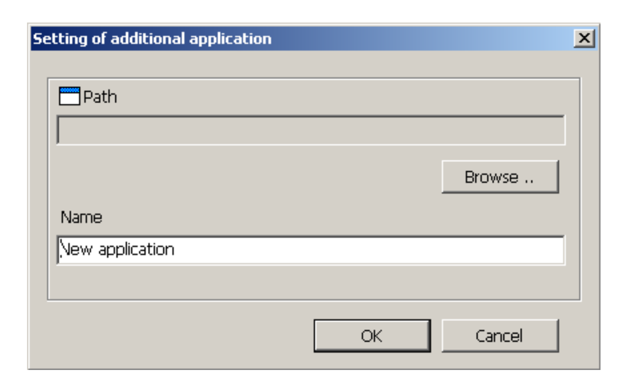
Applications can be registered at "Application" or removed.
When you click the [Add or Remove] button, the following screen is displayed.
(Up to five applications can be registered.)



<To add an application>

1 Click the [Add...] button.

2 The following screen is displayed.




- Click the [Browse...] button, and select either the shortcut file (.lnk) of the application to register or select the execution file (.exe).

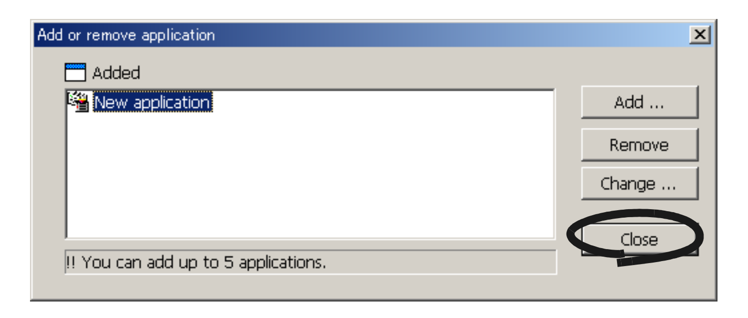
  ⇒ The directory of the selected application is displayed at "Path".

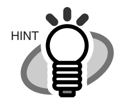
- Enter the name to be displayed at "Name".

  ⇒ The name you entered is displayed at "Application:".

3 When you have finished the above setting, click the [OK] button.

4 The following screen is displayed, and the new application is added. Click the [Close] button to close the screen.






Select the application that can be executed on a file of the following specified format as the application to add.
JPEG (*.jpg), PDF (*.pdf)
Scanned images cannot be displayed properly unless these file formats are supported.

This can be confirmed by the following method:
<Example: to confirm whether or not the application to add can be executed on a specified a JPEG format file>

1. Create a shortcut for the application you want to add.
2. Drag-and-drop any file in JPEG format (*.jpg) on top of the shortcut.
   ⇒ If the application starts up and the file opens, then this means that JPEG format files can be run.

However, certain applications that satisfy the adove requirements may not work properly. In that case, start up the application first and then open the files created by ScanSnap!.

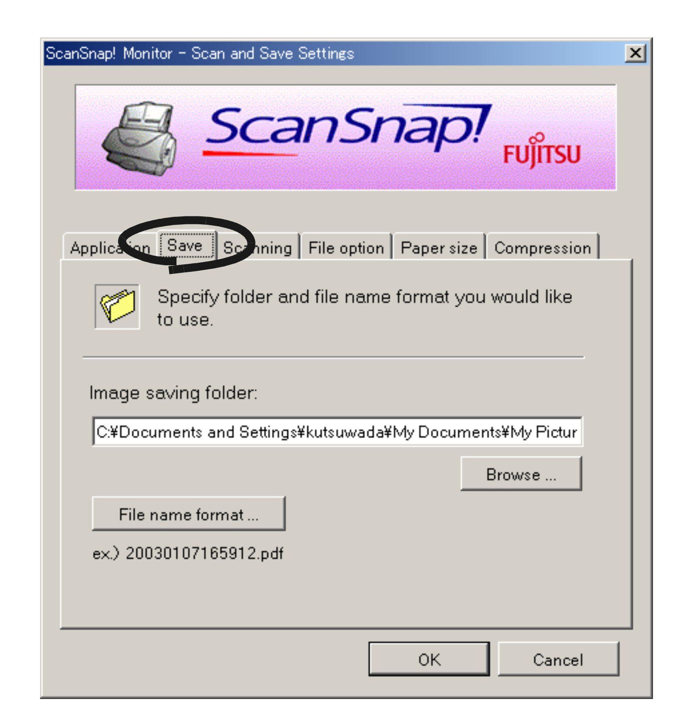
<To remove an application>

1 Select the application you want to remove in the "Add or remove application" screen, and click the [Remove] button.
2 The confirmation screen will be displayed twice. In either case, click the [Yes] button.
3 Confirm that the application has been removed, and then click the [Close] button.

<To change settings>

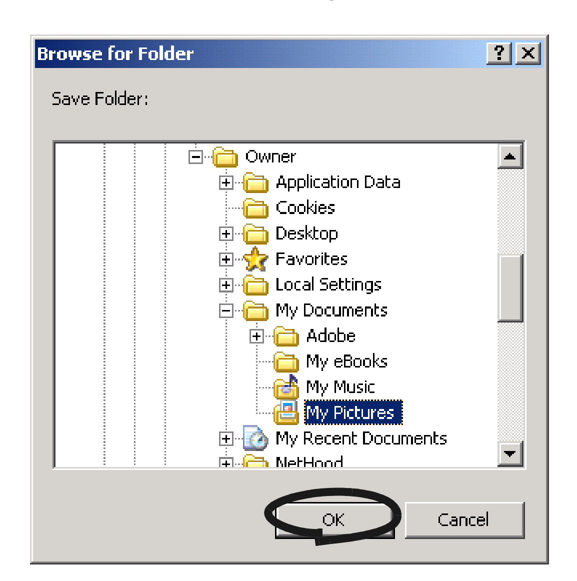
1 Select the application whose settings you want to change in the "Add or remove application" screen, and click the [Change...] button.
2 The "Setting of additional application" screen is dislpayed. Change the desired items.
3 When you have finished the above setting, click the [OK] button.
4 The "Add or remove application" screen is displayed, and the settings are changed. Click the [Close] button to close the screen.

## [Save] tab




■ **Folder path to save image:**

Specify the folder to save the scanned image to.
When you click the [Browse...] button, the "Browse for Folder" screen is displayed.
Select the folder to save the scanned image to, and click the [OK] button.



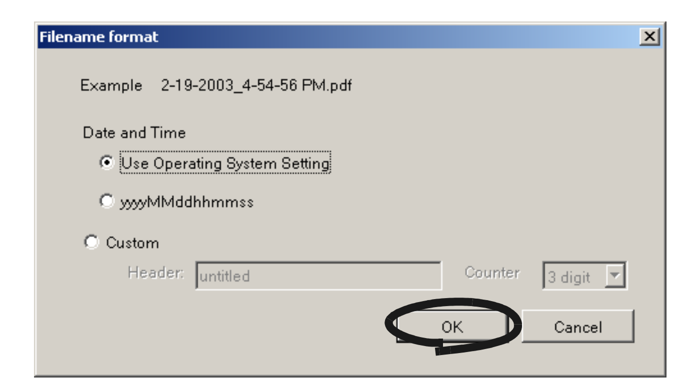




The function "Make a new folder" is not provided for Windows® 98.

## ■ [Filename format...] button

Set the name of the file to save the scanned image to.
When you click the [File name format...] button, the following screen is displayed.




The following three settings can be specified.

1 "Date and time (depending on the setting of Operating System)"
Files are named according to settings of the Operating System in your computer.
When there is any character not appropriate for file names, like (/;+,*>"<>|), such character will be replaced by "-" (hyphen).

2 "Date and time (yyyyMMddhhmmss)"
Set the date and time as the file name when saving a scanned image to file.
Example) When the file is saved in PDF format at 19:00:50 on July, 27, 2002
File name: 20020727190050.pdf

3 "Custom"
A file is created combining the text string entered at "Header:" and the number having the number of digits specified at "Counter".
(An example of a file name is displayed at the top of the screen.)

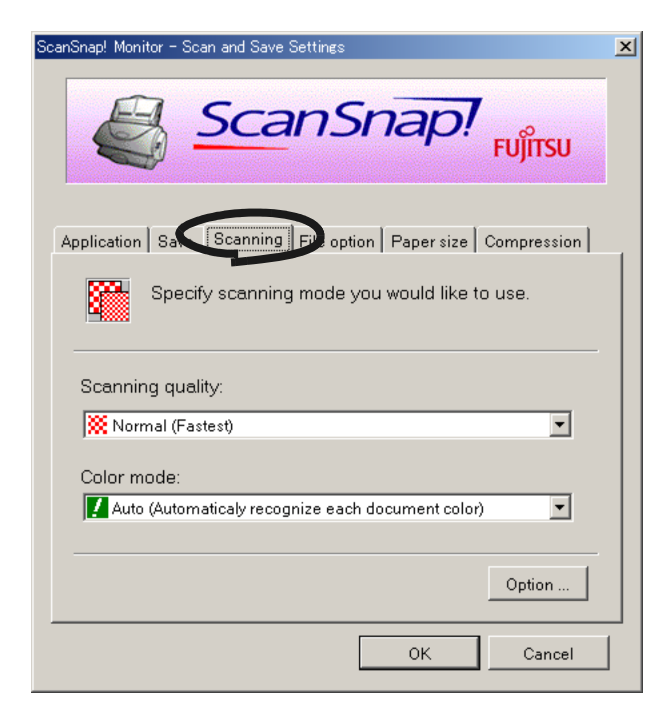



About "Counter:"

- When the same file as the name specified at "Header:" does not exist in the folder for saving the scanned image set on the [Save] tab, the counter becomes 1 (001 in the case of three digits), and the counter is incremented by one each time that a new file is saved from then on.
- When there is a file having the same header in the save destination folder, the counter becomes the smallest unused number.
  Example) When files Scan01.pdf, Scan03.pdf, Scan04.pdf exist in the folder, and the scanned image is saved to a file having the same header from then on, the counter becomes Scan02.pdf, Scan05.pdf, Scan06.pdf, Scan07.pdf and so forth.
- When the specified number of digits is exceeded (for example, when saving the 100 th file when two digits is specified.), the number of digits is incremented by one.

Clicking the [OK] button reflects the settings.
(A display example of the file name that you set is displayed under the [File name format...] button.)

## [Scanning] tab




■ **Scanning quality:**

Specify whether to scan documents quickly or at higher quality.
Select one of the following modes:

- Normal (Fastest)
  Select this when you want to scan documents quickly.
- Better (Faster)
  Select this when you want to scan documents at higher quality.
- Best (Slow)
  Select this when you want to scan documents at even higher quality.




Normal is the equivalent of 150 dpi for color and 300 dpi for B&W, Fine the equivalent of 200 dpi for color and 400 dpi for B&W, and Best the equivalent of 300 dpi for color and 600 dpi for B&W.
Generally, the higher the required scanning quality, the longer it takes to scan documents and the larger the file size becomes.

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## ■ Color mode:

Specify whether to scan documents in color or in black-and-white.
Select one of the following modes:

- Auto (Automaticaly recognize each document color)

  ScanSnap! automatically recognizes whether the document to scan is color or black-and-white and switches the scan mode.

- Color

  Scans the document in the color mode.
  This setting is ideal for scanning color documents.

- B&W

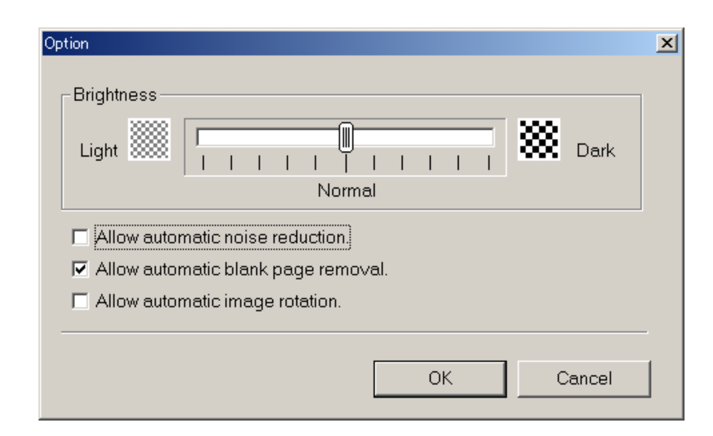
  Scans the document in the B&W mode.
  This setting is ideal for scanning black-and-white documents containing mostly text. File sizes can also be kept smaller at the B&W setting compared with the color mode.




Normally, set this setting item to "Auto".
At this setting, there is no need to change the color mode each time you scan a document.

## ■ [Option...] button

This item is for making other scanning related settings.
Clicking the [Option...] button displays the following screen.




## ■ Brightness

Sets the density when scanning black-and-white images.
Moving the slider control to the left results in a lighter scanned image, while moving the slider control to the right results in a darker scanned image.

* This setting item becomes available when "B&W" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and black-and-white documents are automatically recognized.

■ **Allow automatic noise reduction**

Mark the checkbox as follows depending on the type of document you are scanning.

- Mark this checkbox when scanning documents containing printed or handwritten text.
- Unmark this checkbox when scanning documents containing photographs.
  - * This setting item becomes available when "Color" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and color documents are automatically recognized.

■ **Allow automatic blank page removal**

This setting automatically detects blank pages in the document stack, and automatically removes them from the output scanned images.

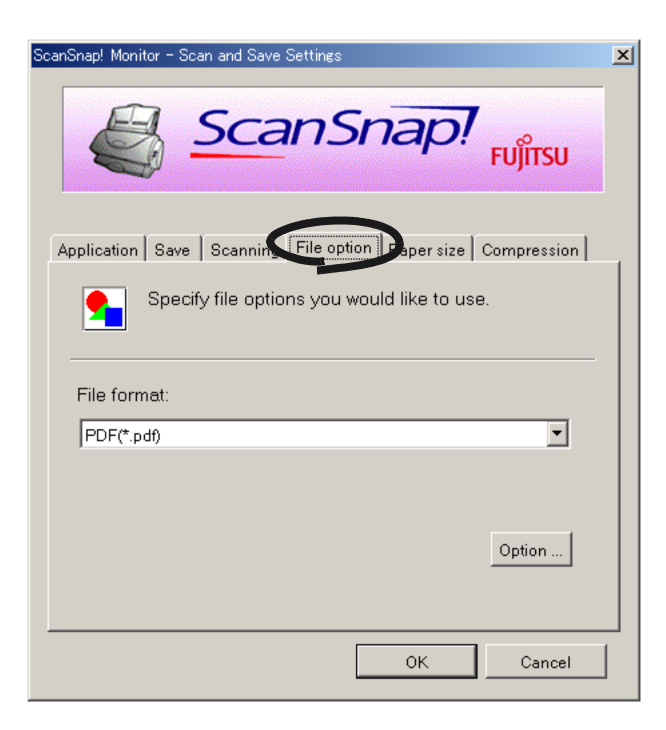
For example, this feature allows only the rear side (i.e. blank pages) of one-sided documents to be removed from the output scanned images if two-sided scanning is performed on a stack of documents containing both two-sided and one-sided documents.

* No scanned images are output if all of the sheets in the document stack are recognized as blank pages.

■ **Allow automatic image rotation**

This setting item automatically judges the orientation of text on the document, and automatically changes the orientation of the paper (in 90° increments).

## [File option] tab



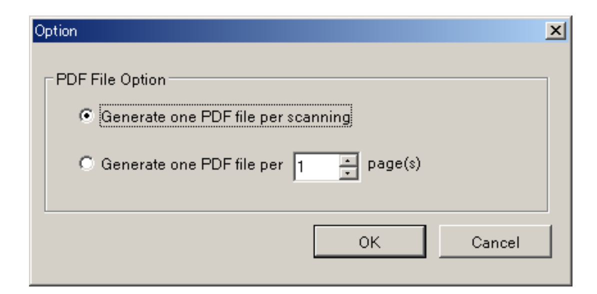
■ **Selecting the file option**

Specify the type of file for the scanned image.

Click [▼] to select the file format. You can select from the following file formats:

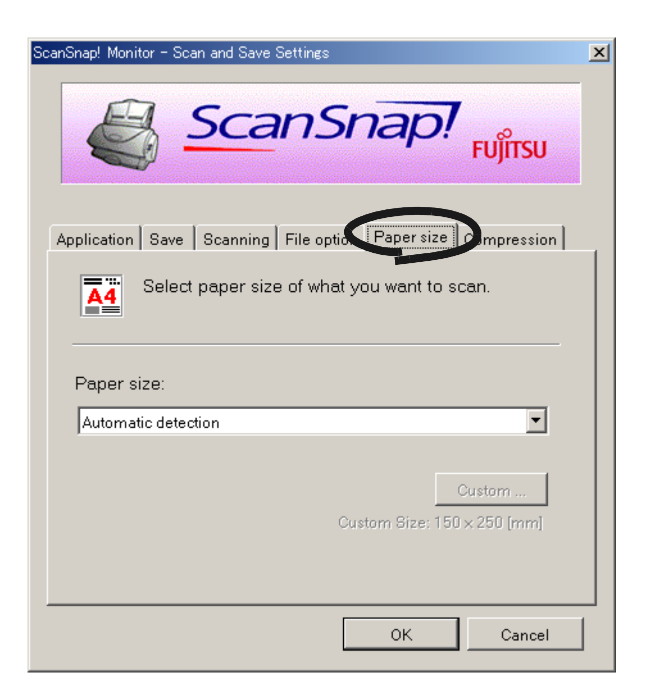
- PDF (*.pdf)
- JPEG (*.jpg)

■ **[Option] button**




- "Generate one PDF file per scanning button
  
  Creates the scanned image as a single PDF.
- "Generate one PDF file per xx pages" button
  
  Creates a new PDF file at each set page.

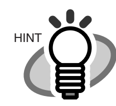
## [Paper size] tab



■ **Paper size:**

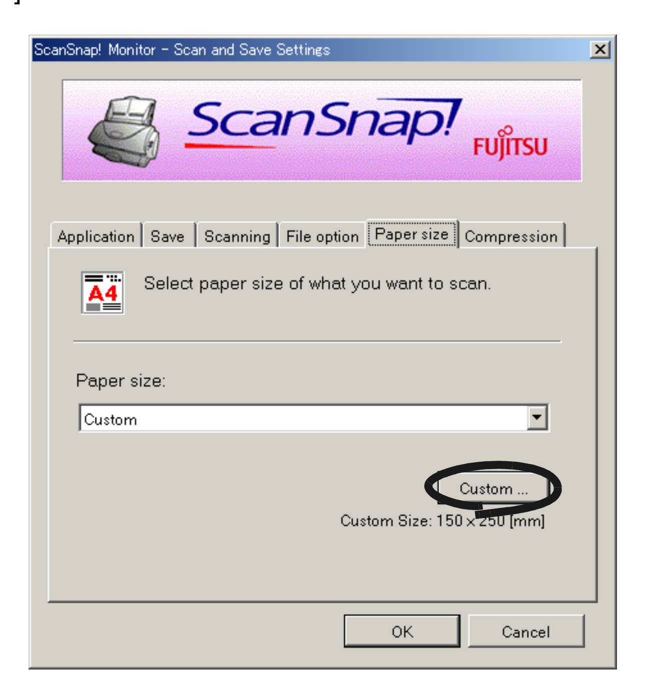
Specify the size of the document to load in the scanner.
Click [▼] to select the size. The following paper sizes (W x L) can be selected.

- Automatic detection
- Letter (8.5 in. x 11 in.)
- Legal (8.5 in. x 14 in.)
- A4 (210 mm x 297 mm)
- A5 (148 mm x 210 mm)
- A6 (105 mm x 148 mm)
- B5 (182 mm x 257 mm)
- B6 (128 mm x 182 mm)
- Business card (55 mm x 90 mm)
- Custom

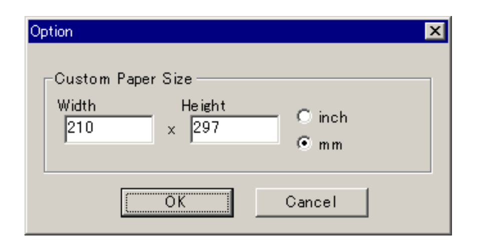



When "Automatic detection" is specified, the size of the document is automatically detected by the scanner. "Automatic detection" defines "Paper size" as the length of the first page of the document, and applies this size to all the other pages. So, there is no need to specify "Paper size" again to match the size of the loaded document, which makes ScanSnap! easier to use.

When “Automatic detection” is selected, documents that are not standard sizes are scanned as if they were the standard size (Letter, Legal, A4, B5, A5, B6, A6, or Business card) that is closest to their length. Because of this, the margins may be scanned and scanning may be interrupted. To scan these kinds of documents that are not standard sizes, select "Custom" in "Paper size:" and then specify the document size in the dialog box that appears when you click the [Custom...] button.

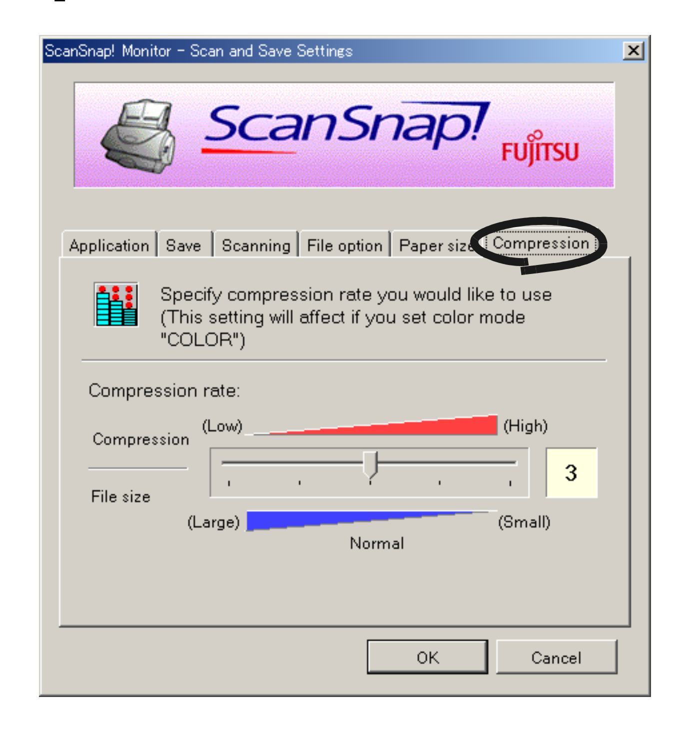



## ■ [Custom...] button




Specify the size of the document, that you want to scan, in the dialog box. It is possible to specify sizes in a range from a width of 55 to 216 mm (2.17 in. to 8.5 in.) and a length of 90 mm to 360 mm (3.54 in. to 14.17 in.).

## [Compression] tab




■ **Compression rate:**

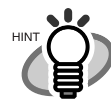
Control the compression rate to specify the size of the file for the scanned image.
The compression rate is controlled by moving the slider bar.
The larger the compression rate number, the higher the compression rate becomes, and the smaller the file becomes.




When the compression rate is increased, the quality of scanned images deteriorates.

3

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## About the size of image data

The following table shows a rough guideline for calculating the size of images when a single color document is scanned in the Simplex mode.

File type: PDF

Paper size: A4

Color mode: Color

| Compression rate<br>Scan mode | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Normal quality | 540 | 280 | 220 | 170 | 100 |
| Better quality | 910 | 460 | 360 | 280 | 150 |
| Best quality | 1860 | 900 | 690 | 520 | 300 |

Color mode: B&W

| Scan mode | - |
|---|---|
| Normal quality | 60 |
| Better quality | 100 |
| Best quality | 190 |

(unit: Kbytes)

# 3.6 Scanning Business Cards

The following describes how to manage scanned images of business cards with "CardMinder" application.
CardMinder turns business cards scanned on the scanner into image data. It also recognizes (OCR: Optical Character Recognition) characters written on the business card after the business card has been converted into image data, allowing you to file manage business cards as a database.

The following describes how to scan business cards using CardMinder.




For further details, refer to the "**CardMinder User's Guide**."
If CardMinder is already installed on your computer, you can browse the User's Guide by selecting [Programs] - [CardMinder] - [CardMinder User's Guide] from the Start menu. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)



## ■ Scanning business cards

The following describes how to make scanned images of business cards on the ScanSnap!.

In this example, the Duplex (Duplex button) on the scanner is used to scan business cards.

This example assumes the following scan settings:

Number of business cards to scan: 8
Scan mode: Duplex
Color mode: Color
Save destination folder: Desktop




Business cards can also be scanned by starting up CardMinder and clicking the [Scan] button at the top left of the screen.
For details, refer to the "**CardMinder User's Guide**."



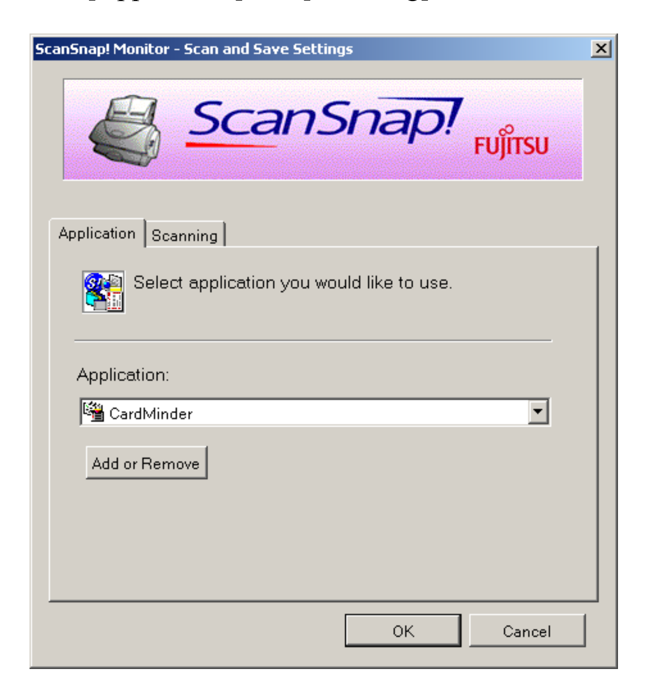

## <Preparations>

1. Click on the task tray, and select [Setting] from the menu that is displayed.

   ⇒ The "Scan and Save Settings" dialog box is displayed.

2. Select "CardMinder" at "Application:" on the [Application] tab.

   ⇒ There are two tabs: [Application] and [Scanning].







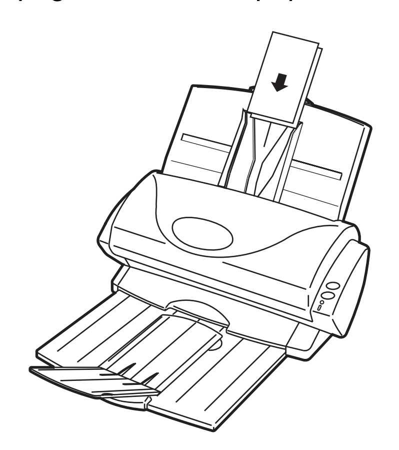
"Scanning quality" and "Color mode" can be changed on the [Scanning] tab. (Refer to page. 35.)
The defaults are "business card" as the paper size, and "Best quality" and "Color" as the scan mode. (In this description, business cards are scanned using these defaults.)

3. Click the [OK] button.

   ⇒ This closes the "Scan and Save Settings" screen.

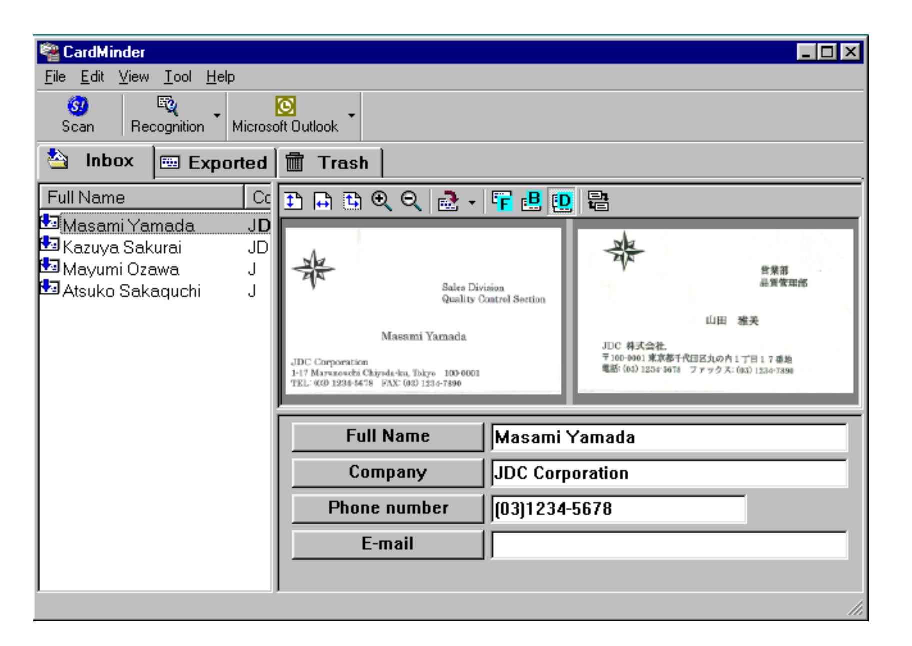
## <Scanning procedure>

1. Load the business cards upright on the ADF paper chute.



2. Press the Duplex (Duplex button) on the ScanSnap! scanner.

   This starts scanning.
   When scanning ends, the "CardMinder" screen is displayed.







For details on CardMinder functions and how to use these functions, refer to the "**CardMinder User’s Guide**".
If CardMinder is already installed on your computer, you can browse the User’s Guide by selecting [Programs] - [CardMinder] - [CardMinder User’s Guide] from the Start menu. (You can also browse the User’s Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)

# 3.7 Viewing PDF File Thumbnails

ScanSnap! comes with a plug-in application "PDF File Thumbnail View" which allows you to use Explorer to view thumbnails of PDF data that has been created after scanning a document.
This is for Windows® Me, Windows® 2000, and Windows® XP.

The following describes how to use PDF File Thumbnail View.

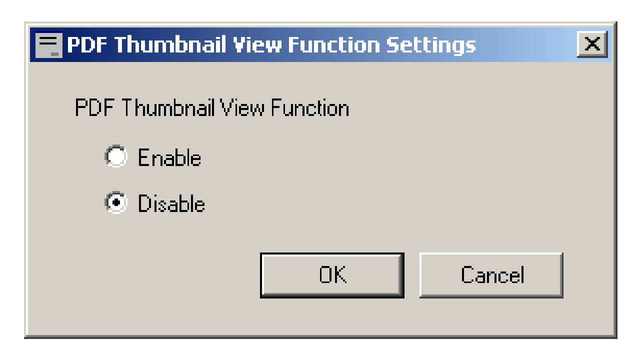
## ■ Start PDF File Thumbnail View

PDF File Thumbnail View is not enabled immediately after installation. First, use the following procedure to enable the function.

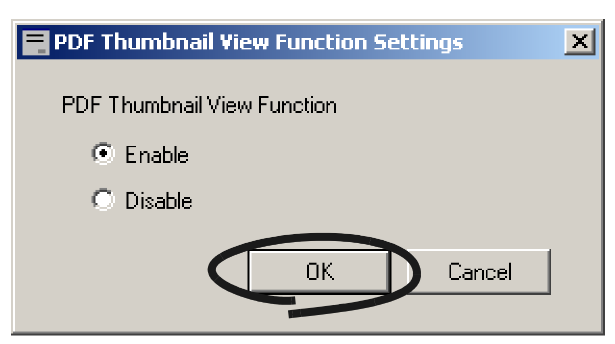



1. Click on the Start menu, and select [Programs] - [ScanSnap! Driver] - [PDF Thumbnail View] and then [Configuration Tool].

   ⇒ The [PDF Thumbnail View Function Settings] screen is displayed.




2. Mark the [Enable] checkbox to enable the function.




3. Click the [OK] button.

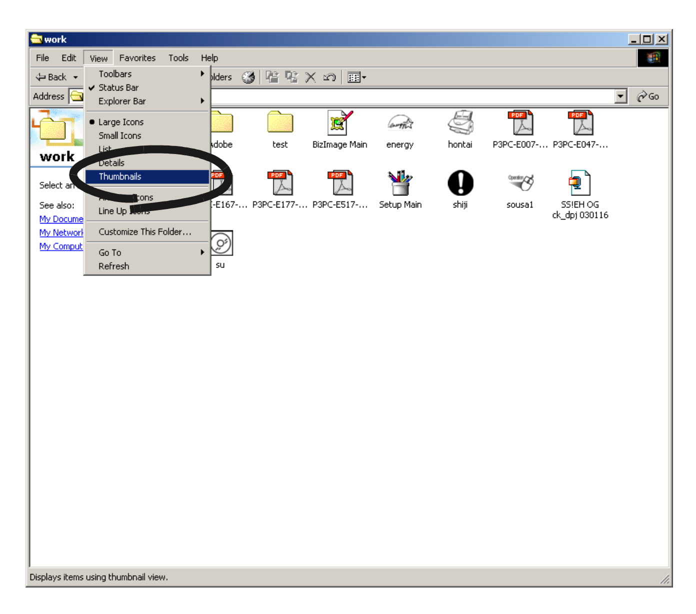
   ⇒ This closes the "PDF Thumbnail View Function Settings" screen.

## ■ Display thumbnails of PDF files



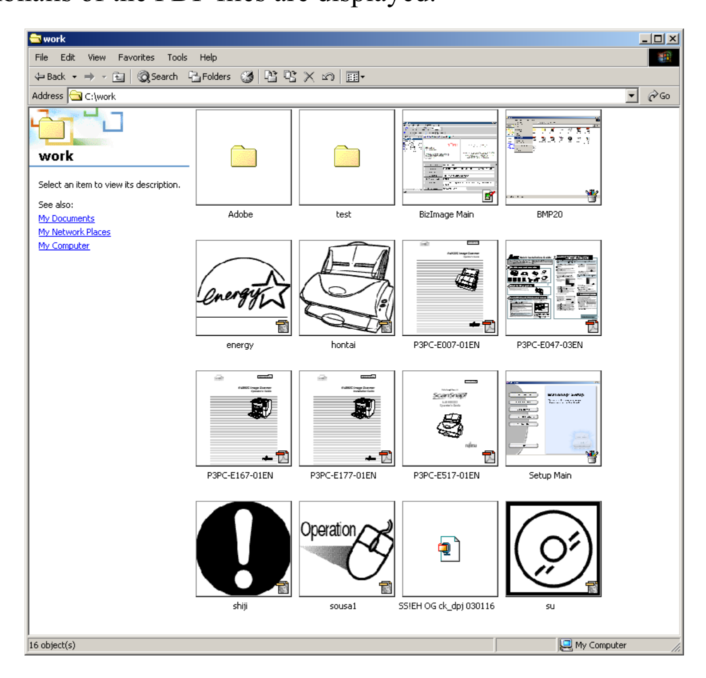

1. Start Explorer.

2. Select a folder where PDF files that were created after documents were scanned are stored.




3. Select [Thumbnails] from the [View] toolbar.

   ⇒ The thumbnails of the PDF files are displayed.



*Chapter4*

# Uninstalling ScanSnap!

"Uninstallation" removes the ScanSnap! program files that were copied during installation from hard disk to restore the system environment to its original state.
This chapter describes how to uninstall ScanSnap!

In this chapter, the following abbreviations refer to the following:

| | |
|---|---|
| Windows® 98 | : Microsoft® Windows® 98 operating system |
| Windows® Me | : Microsoft® Windows® Millennium Edition operating system |
| Windows® 2000 | : Microsoft® Windows® 2000 Professional operating system |
| Windows® XP | : Microsoft® Windows® XP Professional operating system,<br>Microsoft® Windows® XP Home Edition operating system |

# 4.1 Uninstalling Supplied Programs (ScanSnap! Driver and CardMinder)

Uninstall programs supplied with ScanSnap! by the following procedure.



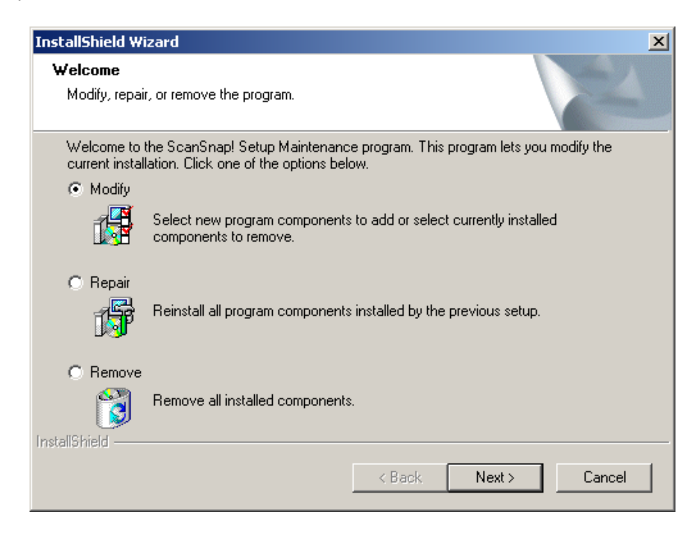

1. Start up your personal computer.

   When using Windows® 2000 or Windows® XP, log in as a user having "Administrator" privileges (computer administrator privileges in the case of Microsoft® Windows® XP Home Edition operation system).

2. Exit all currently running programs.

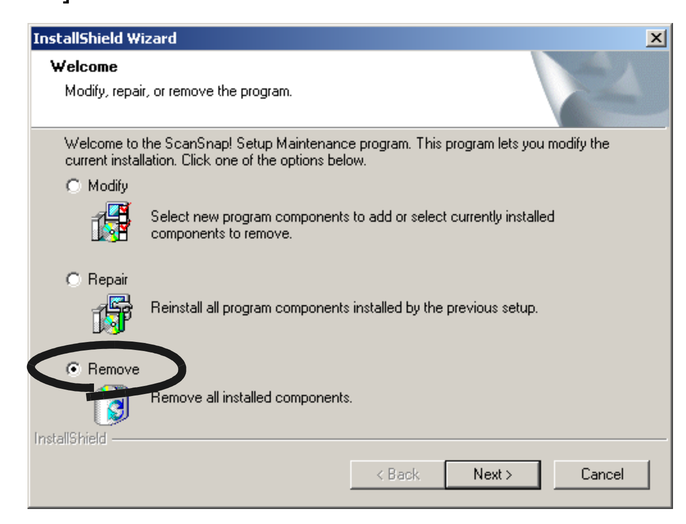
3. Select [Control Panel] - [Add or remove applications] from the [Start] menu.
   ⇒ This displays the "Add or remove application" screen which displays a list of currently installed applications.

4. Select [ScanSnap!].
   ⇒ This displays the "InstallShield Wizard" screen.



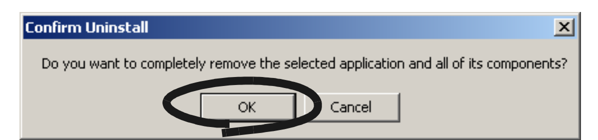

4 Uninstalling ScanSnap!

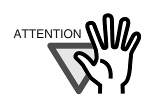
5. Click the [Remove] button.




⇒ This displays the "Confirm Uninstallation" screen.

6. Click the [OK] button.

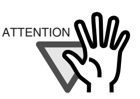



From here on, the screen for confirming whether or not you leave behind data or the execution environment is displayed in the case of CardMinder.
At this point a dialog will offer the option to remove or return your data, or execution environment in the case of CardMinder. To retain this data click the [Yes] button. To remove the data, click the [No] button.

⇒ This executes the uninstallation.

7. When uninstallation ends, click the [Finish] button as follows to close the screen.
   ⇒ Select **"Yes, I want to restart my computer now!"** and click the [Finish] button.




Screen displays may differ slightly according to the operating system (OS) you are using. Follow the on-screen instructions of the OS you are using.

Example: When the OS is Windows® 2000 and Windows® XP
- "Add/Remove Applications" → "Add/Remove Programs"
- [Add/Remove] button → [Change/Remove] button

*Chapter5*



# TROUBLESHOOTING

This chapter describes how to clear document jams, remedy other trouble, and how to replace consumables.

5

# 5.1 Clearing Document Jams

If a document jam occurs while the document is being scanned on the ADF, follow the procedure below to clear the jammed document.

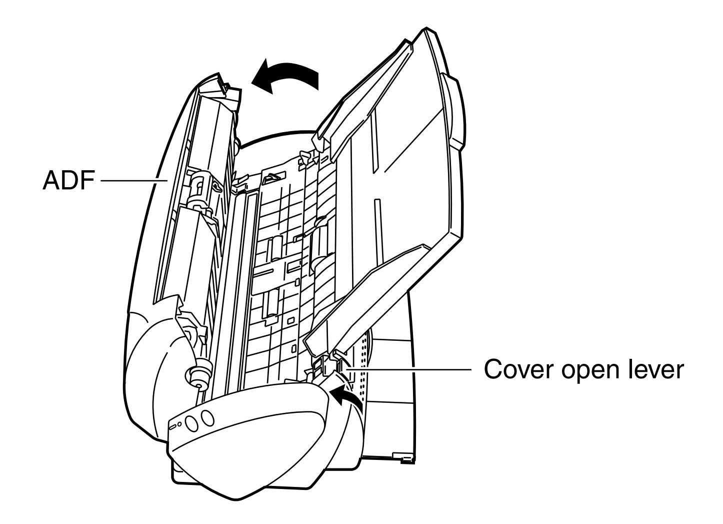


- Take care not to get injured when removing a jammed document.
- When removing jammed documents, be careful not to get neckties or necklaces entangled in the ScanSnap!.
- The surface of the ADF glass sometimes becomes hot during operation. Take care not to get burned.



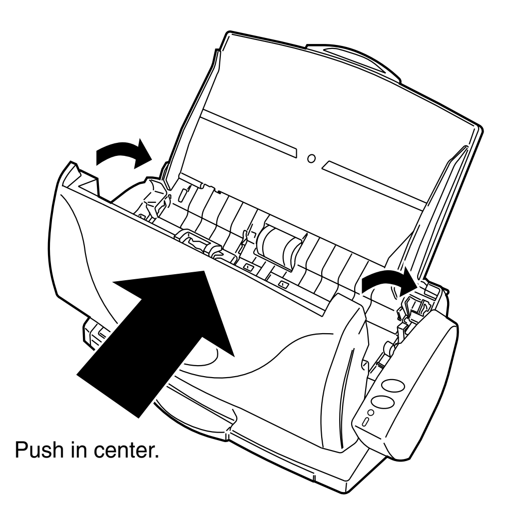

Clean the ADF at around the same time that you perform cleaning in "6.3 Cleaning the ADF" (page. 67).

1. Remove the document on the ADF paper chute.
2. Open out the ADF towards you while lifting up the cover open lever.

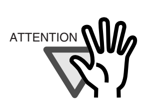



3. Remove the jammed document.

4. Push in the center of the ADF to return it to its original position.




⇒ You should hear the ADF click when it returns to its original position.
The pick arm moves if the scanner is ON.




Make sure that the ADF is completely closed. Paper jams or defective scanning may occur if the ADF is not completely closed.

# 5.2 Troubleshooting Checklist

This section describes common problems occurred during use of ScanSnap! product and how to remedy them.
Before you ask for repair service, check the following items.
If you cannot solve the problem after checking the following items, contact an authorized FUJITSU scanner service provider (page. 73).

| Symptom | Check This Item | Remedy |
|---|---|---|
| Scanner does not turn on. | Are the AC/USB cable and AC adapter properly connected? | Correctly connect the AC/USB cable and AC adapter. |
| | | Disconnect and then re-connect the AC cable and AC adapter. If this does not restore the power supply, contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider. |
| | Is Windows normally started up? | Please wait until Windows has started up completely. ⏻ LED will turn off when Windows is starting up or in the sleeping mode. |
| Scanning is not started. | Is the USB cable properly connected? | Correctly connect the USB cable. (When a hub is used, check the hub’s power supply.) |
| | Does the ⏻ LED light blink repeatedly? | Disconnect and then re-connect the AC cable and AC adapter. If this does not stop the ⏻ LED from blinking repeatedly, contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider. |
| | Is ScanSnap! Monitor started?<br>(If ScanSnap! Monitor is started successfully, the "ScanSnap! Monitor" icon ( ) appears on the task tray.) | If the "ScanSnap! Monitor" icon is not displayed, on the [Start] menu, select [Programs] - [SnanSnap! Driver] - [ScanSnap! Monitor] from the Start menu to start up ScanSnap! Monitor. |
| | Is ScanSnap! Monitor running normally?<br>(If ScanSnap! Monitor is not running normally, the "ScanSnap! Monitor" icon in the task tray is displayed as .) | Perform the following procedure.<br>1. Disconnect and re-connect the AC cable and AC adapter. If this does not change the state, perform step 2.<br>2. If a USB hub is being used, directly connect your computer to ScanSnap! scanner. If this does not change the state, perform step 3.<br>3. Restart your computer.<br>4. If none of the above remedies the problem, uninstall and re-install ScanSnap! Driver. |
| | Is the "Scan and Save Settings" screen still displayed? | Close the "Scan and Save Settings" screen, and scan the document. |

| Symptom | Check This Item | Remedy |
|---|---|---|
| Vertical line appear in the printed image. | Is the inside of the feed section dirty? | Clean the feed section following the instructions in "DAILY CARE" (page. 64). |
| The printed image shifts or is distorted. | Is the document loaded correctly? | Load the document correctly. |
| The image is printed white or dark. | Is the "B&W scanning, is [Option...] - "Brightness" in the [Scanning] tab set extremely Light or Dark? | Adjust "Brightness" at [Scanning] - [Option...] in the "Scan and Save Settings" screen. |
| Double-feed (Note) frequently occurs. | Is the Pad ASSY dirty? | Clean the pad following the instructions in "Cleaning the ADF" (page. 67). |
| | Is the Pad ASSY worn? | Clean the Pad ASSY following the instructions in "Replacing the Pad ASSY" (page. 58). |
| | Is the document stack thicker than 4 mm? | Reduce the number of sheets in the document sheet to 4 mm thickness or less. |
| Paper is not fed (stops midway). | Is the Pick roller dirty? | Clean the Pick roller following the instructions in "6.3 Cleaning the ADF" (page. 67). |
| | Is the Pick roller worn? | Clean the Pick roller following the instructions in "Replacing the Pick Roller" (page. 61). |
| | Is there debris on the document feed path? | Remove any debris from the document feed path. (Refer to "5.1 Clearing Document Jams" (page. 52)). |
| The scanner is not recognized even if ScanSnap! Driver is installed. | Was the scanner connected to your computer before ScanSnap! Driver was installed?<br>Is the scanner registered as "Other device" in the "Device Manager"? | On the [Start] menu, select [Control panel] - [System] - [Hardware] - [Device Manager]. Delete the "Other Device" selection in the [Device Manager] and restart your computer. |
| The size of the scanned image file is the same as that for a color document even though you are scanning a B&W document. | Is the B&W document being scanned in the color mode? | Set [Color mode:] on the [Scanning] tab in the "Scan and Save Settings" screen to "B&W". |
| The back side of the document appears in the scanned image when scanning a two-sided document (noise of back side image). | Is the "Allow automatic noise reduction." checkbox unmarked at [Option...] on the [Scanning] tab in the "Scan and Save Settings" screen. | Mark the "Reduce the noise of back side image (Available only in color)" checkbox. |

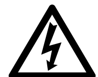
Note) "Double-feed" is a phenomenon where two or more sheets are fed into the scanner in a single operation.

# 5.3 Replacing Consumables

This section describes how to replace consumables.




## Fire/Electric Shock

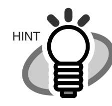
Before you replace consumables on the scanner, disconnect the AC adapter to turn the scanner off.

## ■ Part Nos. and Replacement Cycle of Consumables

The following tables list the part numbers of consumables and rough guidelines for replacing these parts.

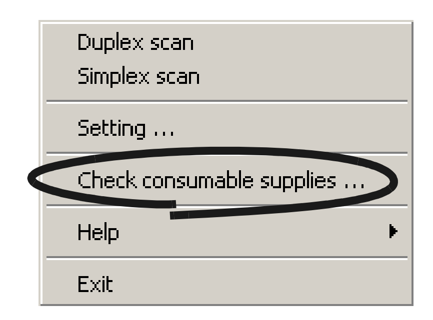
| No. | Description | P/N | Standard Replacement Cycle |
|---|---|---|---|
| 1 | Pad ASSY | PA03209-0012 | 10,000 sheets or one year |
| 2 | Pick roller | PA03209-0013 | 50,000 sheets or one year |

These replacement cycles are rough guidelines for when A4/Letter wood-free paper 64 g/$m^2$ (17 lb) is used, and differ according to the paper being used.
Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

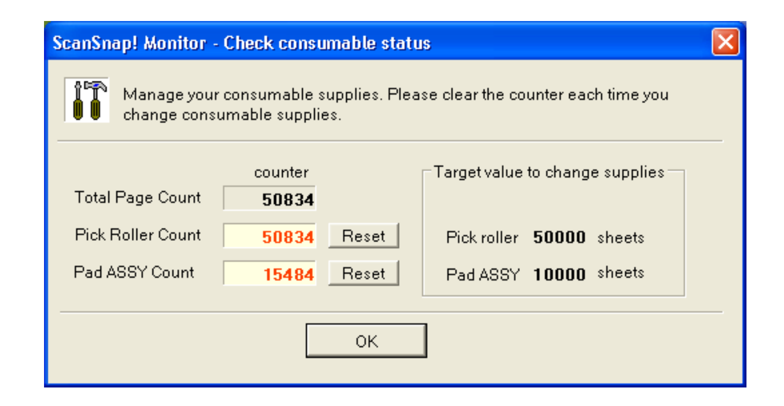



You can use the following procedure to crate a rough guideline for when to replace consumables and for estimating how many sheets have been scanned.

1. Click the "ScanSnap! Monitor" icon in the task tray with the right mouse button.
2. Click [Check consumable supplies...] in the menu that is displayed.




⇒ The screen ("Check consumable status" screen) showing how many times consumables have been used is displayed.




Replace consumables using "Target value to change supplies" as a rough guideline.
For details on how to buy consumables either visit the following website, or contact the Fujitsu scanner dealer where you purchased your scanner.

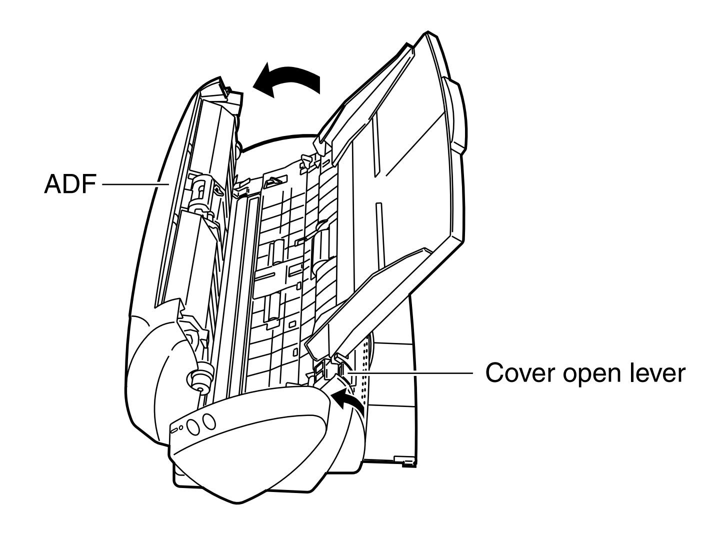
[Website] http://imagescanner.fujitsu.com/scansnap/

## ■ Replacing the Pad ASSY

Replace the Pad ASSY by the following procedure.

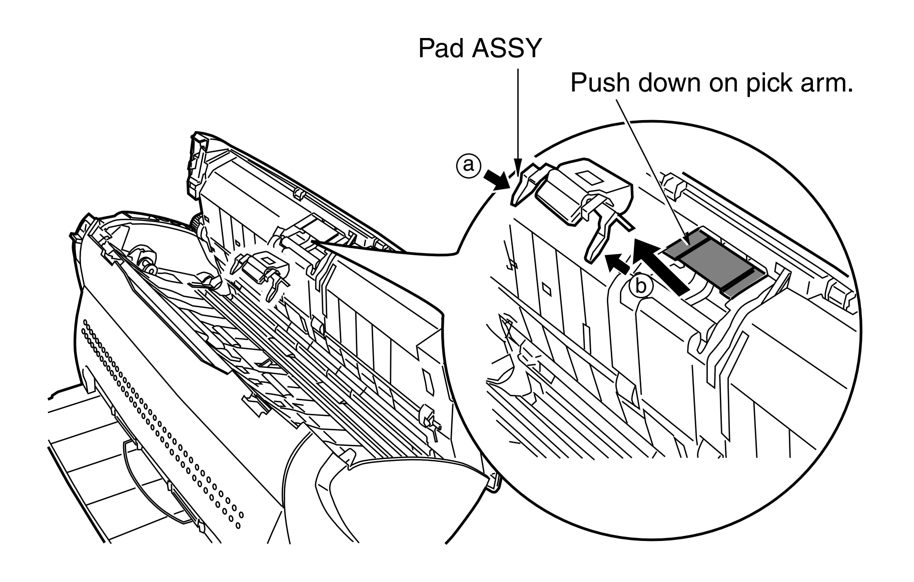
1. Remove the document if there is a document on the ADF paper chute.

2. Open out the ADF towards you while lifting up the cover open lever.

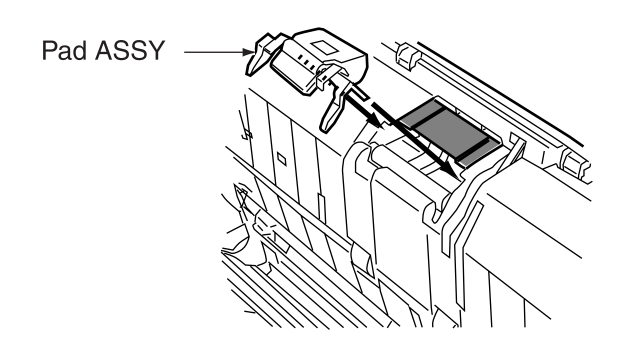



3. Remove the Pad ASSY.

   Press down on the pick arm with one hand, and pull out the Pad ASSY in the direction of the arrow while holding both ends (a and b) of the Pad ASSY with your other hand.



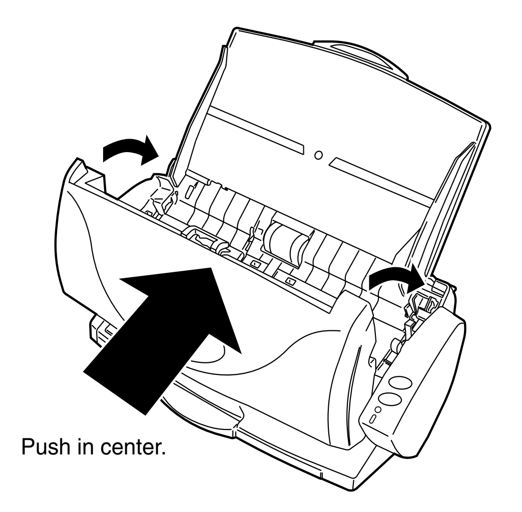
4. When attaching the new Pad ASSY, press down on the pick arm with one hand, and attach the Pad ASSY with your other hand.




ATTENTION

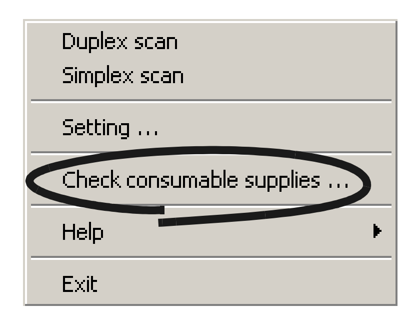
Make sure that the Pad ASSY is completely attached. If the PAD ASSY is not completely attached, document jams or other feed errors may occur.

5. Push in the center of the ADF to return it to its original position.



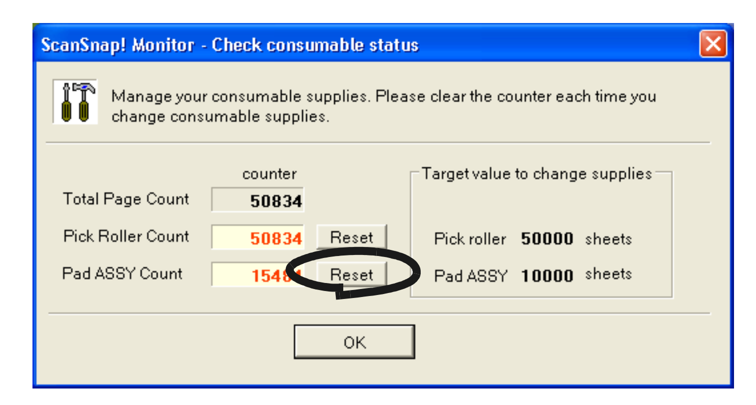

⇒ You should hear the ADF click when it returns to its original position.

6. Click the "ScanSnap! Monitor" icon in the task tray, and select [Check consumable supplies...] from the menu that is displayed.

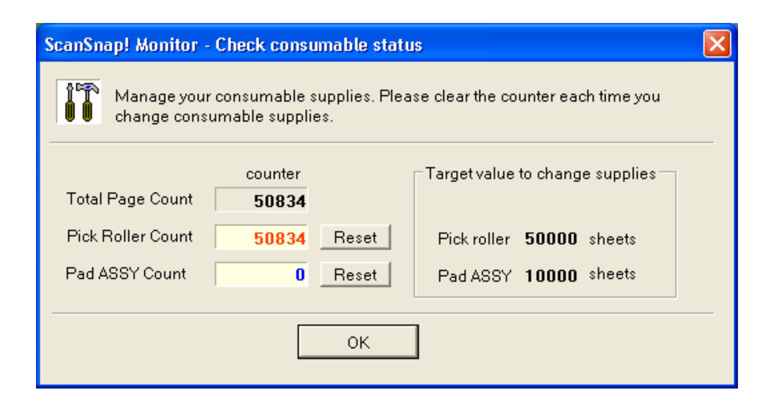



⇒ This displays the "Check consumable status" screen.

7. Click the [Reset] button in the "Check consumable status" screen.




⇒ The count for which the [Reset] button was clicked is reset to "0".

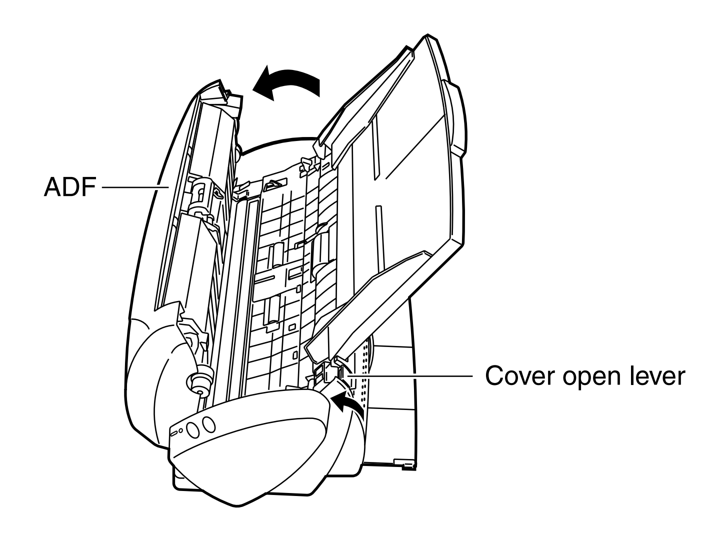


## ■ Replacing the Pick Roller

Replace the Pick roller by the following procedure.

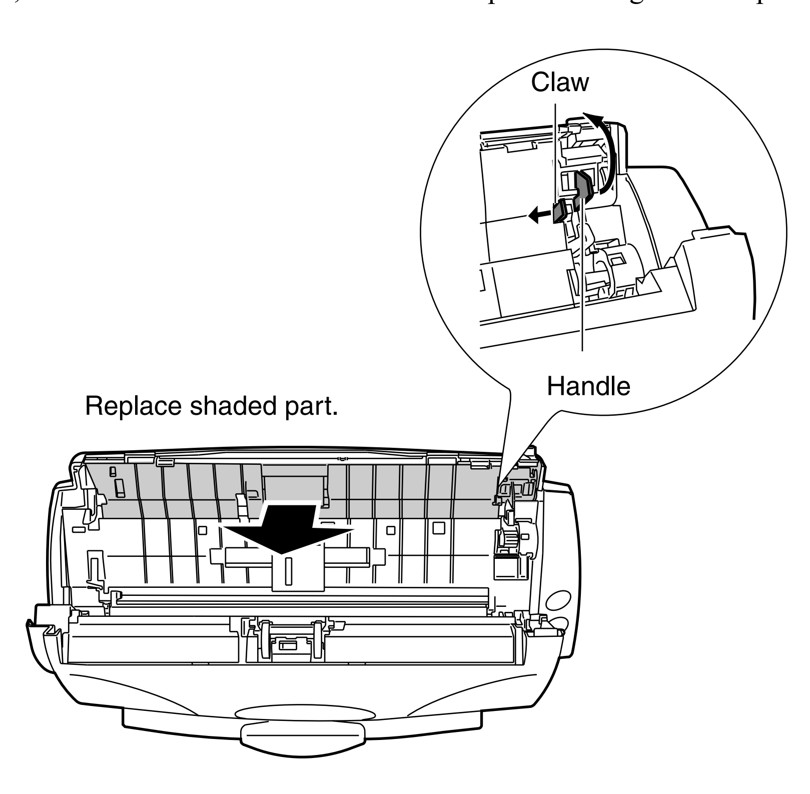
1. Remove the document if there is a document on the ADF paper chute.

2. Open out the ADF towards you while lifting up the cover open lever.




3. Remove the ADF paper chute.

4. Remove the Pick roller.
   Push the claw on the Pick roller inwards, lift up the handle while turning it in the direction of the arrow, and remove the Pick roller. The shaded part in the figure is the part to be replaced.



5. When attaching a new Pick roller, insert the Pick roller so that its claw fits into the hole on the Pick roller on the scanner.

   Push in the claw and the center of the Pick roller by hand until it is completely inserted.

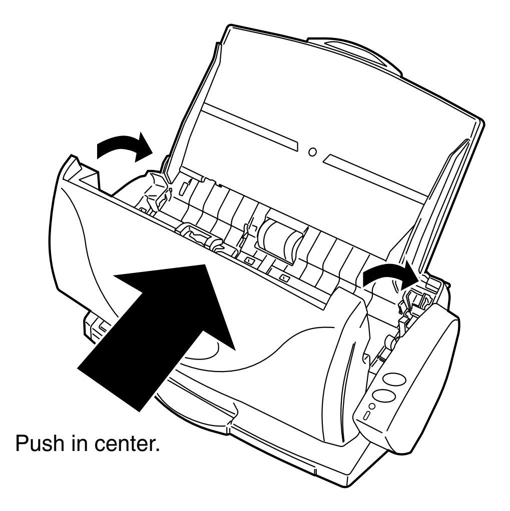



Make sure that the Pick roller is completely attached. If the Pick roller is not completely attached, document jams or other feed errors may occur.



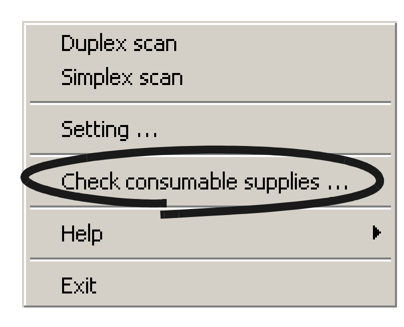
6. Attach the ADF paper chute.

7. Push in the center of the ADF to return it to its original position.



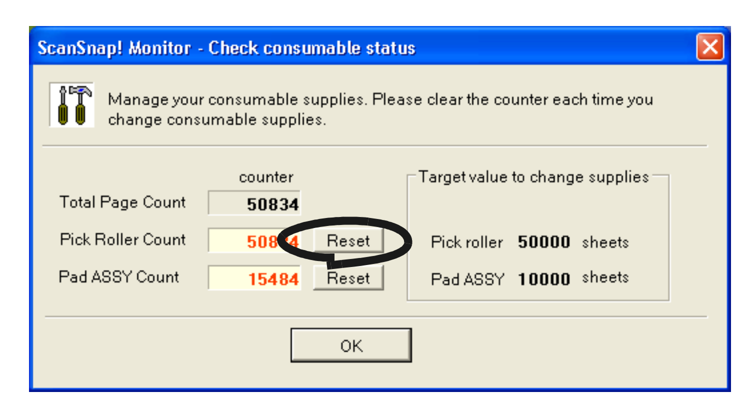

⇒ You should hear the ADF click when it returns to its original position.

8. Click the "ScanSnap! Monitor" icon in the task tray, and select [Check consumable supplies...] from the menu that is displayed.

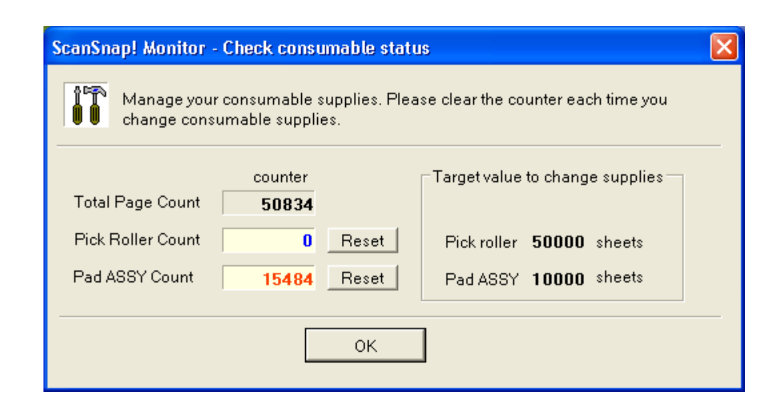



⇒ This displays the "Check consumable status" screen.

9. Click the [Reset] button in the "Check consumable supplies" screen.




⇒ The count for which the [Reset] button was clicked is reset to "0".



*Chapter6*

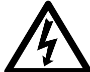


# DAILY CARE

This chapter describes how to clean ScanSnap!.




## Fire/Electric Shock

Before you clean the scanner, disconnect the AC adapter to turn the scanner off.

6

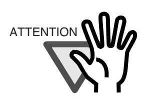
# 6.1 Cleaning Materials

| Cleaning Materials | Parts No. | Remarks |
|---|---|---|
| Cleaner F1<br>(or isopropyl alcohol) | CA99501-0013 | 1 bottle<br>Moisten cloth with this fluid and wipe the scanner clean. (*1) |
| Lint-free drycloth | Commercially available one. (*2) | |

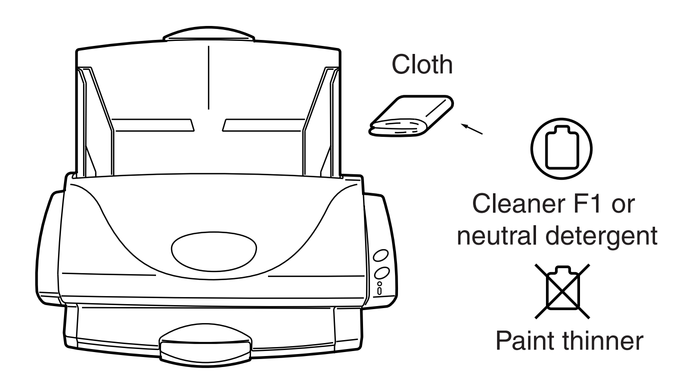
*1) To purchase the cleaning material, contact the FUJITSU scanner dealer where you purchased the scanner.
*2) Any lint-free cloth can be used.

# 6.2 Cleaning the Scanner Exterior and ADF paper chute

Clean the scanner exterior and ADF paper chute with a dry cloth moistened with a small amount of cleaner F1 or neutral detergent.




- Never use paint thinner and other organic solvents.
- During cleaning, prevent water or moisture from getting inside the scanner.



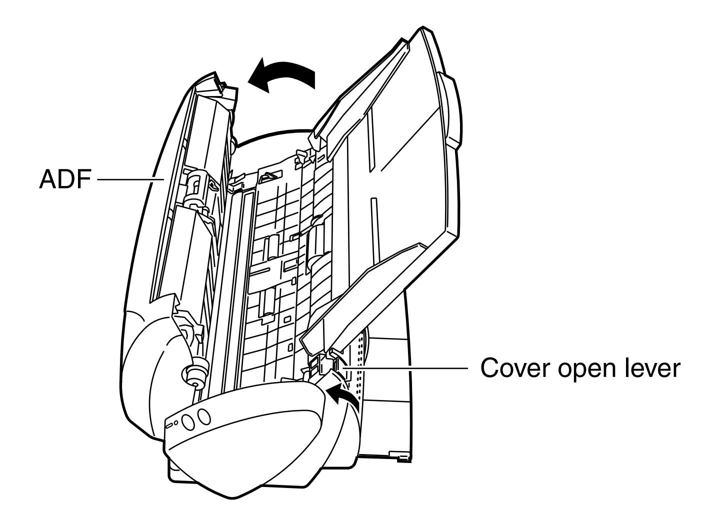
# 6.3 Cleaning the ADF

Clean the ADF with a cloth moistened with cleaner F1.
As a guideline, clean the ADF after every 1,000 scans. Note that this guideline varies according to the type of document you are scanning. For example, the ADF must be cleaned when a fewer number of documents have been scanned when toner has not sufficiently been fixed on the printout.
Clean the ADF according to the following procedure referring to the illustrations on the following page.

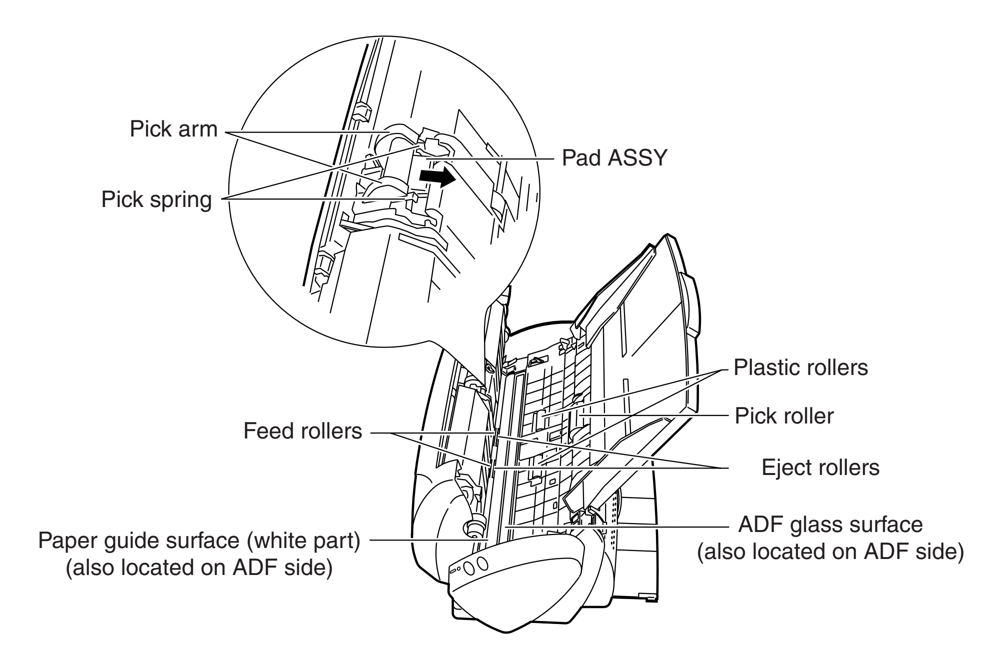


The glass surface inside the ADF becomes hot during use of the scanner.
Before you start to clean inside the scanner, disconnect the AC adapter from the outlet, and wait at least 15 minutes for the scanner to cool down.

1. Open out the ADF while lifting up the cover open lever.



2. Clean the following locations with a cloth moistened with cleaner F1.



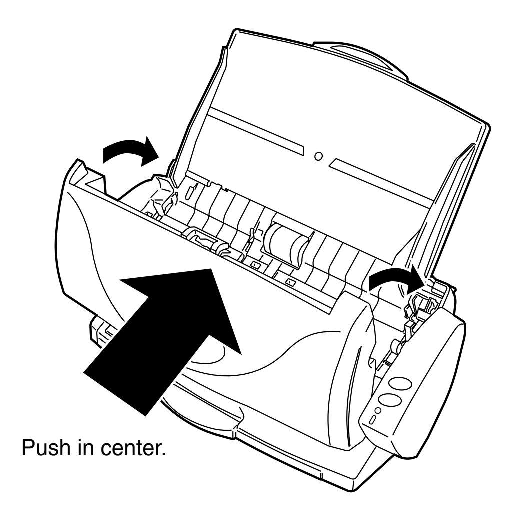

- Pad ASSY
  Clean the Pad ASSY top down (in the direction of the arrow). When cleaning the Pad ASSY, take care to prevent the cloth from catching on the pick arm or pick spring.
- ADF glass surface
  Clean lightly.
- Pick roller
  Clean lightly taking care not to scratch the surface of the roller. Take particular care in cleaning the Pick roller as black debris on the roller adversely affects pickup performance.
- Feed rollers
  Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the feed rollers as black debris on the rollers adversely affects pickup performance.
- Plastic rollers
  Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the plastic rollers as black debris on the rollers adversely affects pickup performance.
- Eject rollers
  Clean lightly taking care not to roughen the surface of the rollers.
  Take particular care in cleaning the discharge rollers as black debris on the rollers adversely affects pickup performance.
  Rotate the discharge rollers a little bit at a time by pressing the two buttons simultaneously. (As a guideline, 15 presses of the buttons rotates the Eject roller one full turn.)




Connect the AC adapter and AC cable only when cleaning the discharge rollers.

- Paper guide surface (white part)
  Clean lightly.

3. Push in the center of the ADF to return it to its original position.







When the ADF has returned to its original position, make sure that it is completely closed. Paper jams or defective scanning may occur if the ADF is not completely closed.

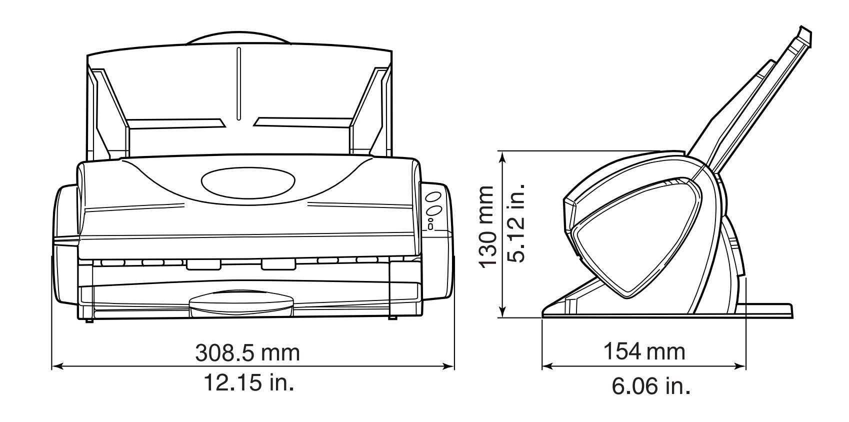
# APPENDIXA

# Installation Specifications

The following table summarizes the installation specifications of this scanner.

| Item | | Specifications | | |
|---|---|---|---|---|
| Dimensions (Note) | | Width | Depth | Height |
| | | 308.5 mm<br>12.15 in. | 154 mm<br>6.06 in. | 130 mm<br>5.12 in. |
| Weight | | 2.3 kg (5.1 lb) | | |
| Input power supply | Voltage | 100 - 220 V | | |
| | Number of phases | Single-phase | | |
| | Frequency | 50/60 Hz | | |
| Power con-sumption | During operation | 35 W or less | | |
| | During standby | 6 W or less | | |
| Temperature/ Humidity Allowable Ranges | Scanner state | During opera-tion | During standby | During storage/ transportation |
| | Temperature | 15 to 35 (°C)<br>59 to 95 (°F) | -20 to 60(°C)<br>-4 to140 (°F) | -20 to 60(°C)<br>-4 to 140 (°F) |
| | Humidity (%) | 30-80 | 8-95 | 8-95 |

Note) Dimensions



# INDEX

# REPAIRS

Contact the place of purchase or FUJITSU Image scanner fi series service provider to make repairs to this product.

- Repairs on this scanner must not be performed by the user.
- Repair parts for this scanner are retained for five years from discontinuation of production.

**ScanSnap! fi-4110EOX2 Operator's Guide**

**P3PC-E517-01EN**

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